

TAFADZWA ZINGONI

TEFL / Legal Engineer / Project Management

As an experienced legal professional, I am driven by a strong desire to empower others and embark on a fulfilling career transition into the field of education. With six years of dedicated legal practice, including specialized expertise in legal technology, combined with two years of voluntary teaching experience in underserved high schools, I have honed my skills in both the legal and educational domains. Recently, I furthered my teaching capabilities by completing a level 5 diploma in Teaching English as a Foreign Language (TEFL). I am deeply committed and passionate about leveraging the power of education to effect positive change. My strengths lie in developing comprehensive curricula that meet rigorous educational standards and cultivating a supportive learning environment conducive to students' holistic growth and development.

EDUCATION

- University of Cape Town
Bachelor of Social Sciences
Completed in 2013
- University of Cape Town
Bachelor of Laws
Completed in 2016
- University of Johannesburg
*Postgraduate Diploma:
Drafting & Interpretation of
Commercial Contracts*
Completed in 2021
- The TEFL Academy
Online Level 5 Diploma
Completed 2024

CONTACT



taffay.z@gmail.com



+966 59 808 8679

PROFESSIONAL EXPERIENCE

- Updraft (Pty) Ltd | Legal Engineer & Implementation Specialist
2021 – 2024 (3 years)

Key Responsibilities:

- Lead management for potential clients
- Onboarding of new clients
- Building and maintaining relationships with corporate clients
- Conducting client training programs to minimize support requests
- Successfully built the legal department's Jira platform (Agile)
- Sustaining client success processes
- Automating client contracts onto software
- Managing internal processes across the business, including drafting policies and providing training.

- DKVG Attorneys | Associate Attorney
2018 – 2021 (2 years)

Key Responsibilities:

- Oversight of corporate clients accounts
- Consultation with various corporate commercial clients
- Drafting pleadings for litigation cases
- Preparation of legal documents for advocate consideration
- Drafting of commercial contracts

- DKVG Attorneys | Candidate Attorney
2017 – 2018 (1 year)

Key responsibilities:

- Assisted associates with corporate clients
- Assisted with drafting of pleadings and prepping briefs for advocates
- Appeared in various magistrate courts for ongoing matters

TAFADZWA ZINGONI

TEFL / Legal Engineer / Project Management



REFERENCES

Available on request

ACHIEVEMENTS

2021 – 2022

Developed and manage the client success at the company

2021 – 2022

Managed to successfully onboard new international corporate clients into my management portfolio

2017-2017

Completed & passed board exams

2016– 2016

Developed and revamped the curriculum for the LAWCO program.

CERTIFICATIONS

2018 – 2018

Admitted as a qualified attorney (South Africa)

2024- 2024

Agile Fundamentals

Atlassian Agile Management Professional Course

Agile Project Leadership

PROFESSIONAL EXPERIENCE (CONT'D)

● Updraft (Pty) Ltd | Legal Intern

2017 – 2017 (5 months)

Key responsibilities:

- Assisted with reviewing commercial contracts
- Uploading of contracts onto software
- Provided administrative support

● CIEE | Resident Assistant

2016 – 2016 (1 year)

Key responsibilities:

- Drafted weekly reports on incidences/ complaints/ requests from students
- Submitted budget report for students semester events
- Planned semester year functions

● SHAWCO & LAWCO | Volunteer & Participants Relations Manager for programs

2015 & 2016 (2 years)

Key Responsibilities:

- Educating High School learners Constitutional Law (LAWCO)
- Education Primary School learners Mathematics (SHAWCO)
- Enhancing students' language skills by teaching English lessons
- Collaborating with schools to organize and manage programs (LAWCO)
- Designing lesson plans for the academic year in Constitutional Law (LAWCO)
- Ensuring material for lessons was prepared for volunteers (SHAWCO)
- Submitting reports to teachers and principals as required

TOP SKILLS

● Hard Skills

- Legal Consulting
- Legal Drafting
- Teaching / Training skills
- Contract Negotiations
- Customer Data Analysis
- Project Management
- Software as a Service
- Customer Relationship Management

● Soft Skills

- Detail Orientated
- Analytical Skills
- Technical Skills
- Communication
- Multi-tasking

● Technical Expertise Skills

- Languages: English & Shona
- Microsoft Office: Excel, Word, Powerpoint
- Project Management: Jira
- CRM tools: WorkflowMax, Salesforce
- Research: Lexis Nexis, Juta