



PRETORIA, CENTURION



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083 299 88 25

# CURRICULUM VITAE

## ALMA DE KOCK



## CAREER

CIVIL LITIGATION ATTORNEY

## EDUCATION

LLB LAW DEGREE

(UNISA 2017)

ADVANCED SHORT COURSE IN BUSINESS RESCUE PRACTICE

(UNISA 2022)

## MATRIC CERTIFICATE 2011

HIGH SCHOOL ELDORAIGNE 2007-2011

### SUBJECTS:

1. Afrikaans
2. English
3. Mathematics Lit.
4. Life Orientation (Distinction)
5. Economics
6. Biology
7. Tourism (Distinction)

## CAREER SUMMARY (from most recent position)

### **1. Hunts Attorneys (INC Borkums) (1 July 2021 – Current)**

I am an associate attorney at Hunts Attorneys and I work in the Civil litigation department where I currently attend to all the litigation, Collection, Business rescue and Liquidation matters.

### **2. Cawood Attorneys (3 January 2017 – 30 June 2021)**

I commenced my articles of clerkship on 3 January 2017 and got admitted as an attorney on 5 March 2020 where I worked as an attorney until June 2021.

I was employed as a civil litigation attorney in the Civil litigation department where I gained specific experience in civil litigation, insolvency law and commercial law. I am confident in my knowledge of the following:

- a) Magistrates Court procedure in both defended and undefended matters relating to the collection of small debts, drafting pleadings and notices of motion, the drafting of affidavits, a working knowledge and a thorough study of the Rules of Court, attending to consultations with clients with Counsel, attending to trial matters.
- b) High Court litigation, including trial with counsel and assisting Counsel generally, attending consultations with clients and with Counsel, attending settlement negotiations, attending at trial, working knowledge of the Rules of Court, the drafting of various notices and affidavits.
- c) Specific experience in urgent High Court applications and the strict timelines associated therewith.

- d) Negotiating and drafting Deeds of Settlement;
- e) The rendering of general legal advice and assisting clients.
- f) The interpretation of various statutes.
- g) Drafting of various contracts, including:
  - Loan Facilities Agreement
  - Surety Agreement
  - Cession of Book Debts
  - Cession of Share Agreement
  - Cession of Membership Agreement
  - General Cession Agreements
- h) Attending enquiries at the Master's office.
- i) The general function of a legal practise, specifically opening of files, diary planning, scheduling consultations, accounting procedure, briefing of advocates, the drafting and taxation of bills of cost.
- j) I have also gained practical experience of 1 year on GhostPractice.

**Lead courses attended to during employment at Cawood Attorneys:**

- Legal costs Course;
- Legal Practice Act Course;
- Commercial Drafting Course.

References:

- 1) Zsa-Zsa Jaquire

072 072 9724

(Previous Senior Associate at Cawood Attorneys)

3. Gildenhuis Malatji Attorneys Vacation Programme 27 June 2016 – 08 July 2016.

I completed a 2-week vacation programme at the firm. I worked in the Conveyancing and Property Law Department.

I received a basic overview of Delivery of Security Documents for:

- Normal Transfers
- Sectional Transfers
- Mortgage Bonds
- Sectional Bonds
- Antenuptial Agreements
- Deed of Grants
- Notarial Bond Cancellations
- Notarial Bonds
- Deceased Estates

I was also introduced to the basic working of the programme GhostConvey, Law and Search Works. I also performed basic admin duties around the department.

References:

- 1) Stefani Smith 082 758 1048  
(Director Property law & Conveyancing)
- 2) Loraine De Bruyn 082 770 7185  
(Paralegal)

4. Au Pair: 12 January 2015 – 22 December 2016.

I worked as an au pair in the afternoon, whilst completing my studies. I took care of two girls aged 7 and 9. I helped them with homework and drove them to all their activities.

References:

Zelma Carney: 082 947 5173

Louis Carney: 082 908 8277

5. Au Pair: 10 January 2014 – 31 July 2014.

I worked as an au pair for 7 months. My duties consisted of fetching the 7-year-old boy from school and helping him with homework 2 hours every day. I also took him to extra mural activities in the afternoons. I helped around with things outside the scope of my duties and had a passion for what I did. I love working with children as they seem to bring out the joy and love in me.

### ABOUT MYSELF

I am an honest, well organized, punctual, and hardworking young person. I have a nice friendly presence and I can work well either alone or in a team. I listen to people and instructions that I am given. I am adaptable to any situations within my means. I am willing to face any challenges that I might come across and find the best solution for any ordeal or obstacle. When I am given a task, I complete it to the best of my abilities. I have a passion for any job where I feel I am giving it my 100% as I feel anything less will get me nowhere in life. I love to communicate with people. I am always in a good mood and would never allow my personal life to interfere with my work. I have a great passion and interest in law and will be an asset to your company.