



Sarah Ball

CURRICULUM VITAE

PERSONAL STATEMENT

I am a versatile, dynamic, and hardworking admitted attorney of the High Court of South Africa, with an eligibility to qualify for a UK ancestral visa. I am particularly interested in opportunities that will allow me to expand my interests in corporate law, dispute resolution, insolvency and succession. I am looking to join a team where I can grow and expand my skills and abilities to analyse and solve problems in a corporate environment.

I am eager to bring a strong sense of dedication, motivation, and responsibility to a team and to continue to learn and develop my skills and to gain experience through new challenges in a professional and dynamic work environment. For me, a focus on client care and providing excellent legal services is of utmost importance. I am passionate about getting involved in a company, from planning to participating in team building activities to supporting efforts to attract new clients.

CONTACT



+27 82 865 6004



sahrball@hotmail.com



<https://www.linkedin.com/in/sarah-ball-8240a5122/>



Cape Town, South Africa

PERSONAL INFORMATION

Name: Sarah Rebecca Ball

ID number: 9309120063082

Date of birth: 12 September 1993

Gender: Female

Nationality: South African, eligible to qualify for a UK ancestral visa

Languages: English (fluent)

Driver's license: Yes, own car

Marital status: Single

SKILLS

- MS Office and Adobe
- Legal Drafting, Research and Analytical thinking
- Program / Case Management
- Excellent oral and written communication.
- Able to work independently as well as in a team.

WORK EXPERIENCE

Associate

Aug 2021 - present

Candidate Attorney

Feb – July 2021

Francois Pienaar Attorneys Inc. t/a FDP Law

While working in the litigation and commercial departments, I have gained practical experience in civil, and commercial litigation and negotiation from Magistrate's to Supreme Court level. I have also gained experience in trust and estate law planning and succession. I have drafted and interpreted an array of legal documents from pleadings, resolutions, and contracts such as lease and settlement agreements, the sale of property, employment contracts, sale of business and share agreements, memorandum of incorporations, shareholder agreements, discovery affidavits, liquidation applications, terms and conditions for various websites with a focus on ECTA and POPI, to conducting research and opinions on various risk and compliance matters. This has assisted in the ability to use legal precedents, but to also develop my own precedents when different spheres of law intertwine. I am knowledgeable on commodities trading, Incoterms, rights and permissions. I have actively participated in round table discussions. I provide succinct and accurate advice to clients on a variety of legal issues including family matters, estate planning, general commercial advice, and civil litigation. I have appeared in Magistrate's Court for various matters such as default judgments, Sections 65's, maintenance matters and pre-trials. I have instructed, assisted and strategised with Advocates, prepared briefs in respect thereof and attended to trial preparation. I am also actively involved with the practice management of the firm, from administrative duties, managing client administration and client data and the protection in respect thereof, billing systems, audits, liaising with the fidelity fund and insurance brokers. My tasks also included supporting senior staff with their general administration, handling enquiries, creating and monitoring online client file base and collecting the required documentation for compliance purposes, and attending on various company searches. I am also responsible for monitoring the collection of fees in respect of each of my matters. I assist with the instruction and management of the junior and support staff and help with drafting development plans in order to upskill.

REFERENCES



Katy May Bolton
Mandy Simpson Attorneys
boltonkaty3@gmail.com
+27 76 377 5991
Work reference



Lischa Gerstle
Bowmans
+27 82 594 9393
Character reference

HOBBIES & INTERESTS

- Music – Marimba's
- Sports & Hiking – open water swimming, mountain biking, Cape Town Cycle Tour, Action Netball, running
- Wildlife
- Reading
- Travel (locally and internationally)

CORE STRENGTHS

- Time keeping.
- Proactive, ambitious, commercially driven and aware.
- Willingness to learn.
- Highly motivated about corporate law and dispute resolution.
- Able to identify a problem and brainstorm solutions.
- High ethical and moral compass.
- Able to work well under pressure.
- Detailed orientated.

Candidate Attorney

Aug 2019 – Jan 2021

Mandy Simpson Attorneys

Gained practical experience in civil and commercial litigation at both High Court and Magistrate's Court level, commercial and risk related matters, family law, administration of deceased estates and trust matters. Drafted various documents such as letters of demand, power of attorneys, non-disclosure agreements, acknowledgements of debt, subpoenas, testamentary documents, ante-nuptial contracts, loan agreements, restraint of trade agreements, pleadings and negotiated settlement agreements. Conducted legal research and opinions. Consulted with and advised clients on various matters such as clients' legal rights as taxpayers and their compliance in respect thereof, as a co-owner of a property, their duties, rights and responsibilities as a director or trustee, and how to structure their estates.

Intern

2018

UWC Legal Aid Clinic

Client consultations and file management. Drafting of Summons – divorce matters, organising and teaching lesson plans, on the Constitution and Criminal Procedure, for Huis Vredelus – a child abuse healthcare organisation

Vacation Work Student

Feb 2017

Miltons Matsemela

Rotated in the Litigation and Conveyancing departments. Attended various civil proceedings in the Magistrate and High Court, such as, appeals, evictions, summary judgments and postponements. Leading client consultations in conveyancing matters. Lodgement and Execution at the Deeds Office. Conducting searches on GhostConvey. Billing of clients. Drafting Wills.

Vacation Work Student

2012

Neilsons Attorneys & Mediators

Rotated in the Mediation and Litigation departments. Examined legislation and various documents. Client file management. Researching claims and disputes for clients.

EDUCATION

LLB

University of the Western Cape

2014 - 2018

Awards

PricewaterhouseCoopers Award in Tax

STBB Award in Conveyancing

Dean's Merit List Top Achiever

Golden Key International Honours Society

Senior Merit Bursary Award

Volunteer Experience Students for Law and Social Justice Member
Fundraiser for the Moot Society

Milnerton High School

2007 - 2011

Awards

Academic Merit Award and Service to the
School Full Colours

Volunteer Experience Prefect, Editor of Pharos School Newspaper
Chairperson of the First Aid Committee
Leader of the Marimba Band
Treasurer of Interact Philanthropic Society Safety
First Committee Member
Culture Portfolio Committee Member