

LAVINIA LUCY BERNARDS

078 791 3648

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Professional Assistant

WORK EXPERIENCE

Associate, Smit Sewgoolam

01 October 2023 – present

I currently work in business rescue, my daily duties include legal advice in certain areas of business rescue. I assist in collections/litigation against debtors, I attend to reviews of contracts and write ups on contracts and matters.

Professional Assistant, Jay Mothobi Incorporated

12 March 2020 – 30 September 2023

I worked in litigation, this specifically being in commercial law under banking and finance. My daily duties included the management and running of two recovery portfolios, namely, commercial asset finance and foreclosures for a major bank. I ran matters, both defended and undefended from receipt of instructions to obtaining court orders and in some matters the instruction goes beyond the court order process to and including appeals and contempt order applications.

My daily duties include *inter alia*, drafting applications for return of assets, drafting Rule 46A applications, drafting combined summonses, drafting notices, attending to settlement negotiation, mediations, monthly reports, monthly meetings with client, legal research and opinion writing.

Candidate Attorney, Jay Mothobi Incorporated

01 September 2017 – 11 March 2020

- Attend to clients and files and conduct my own consultations and court appearances;
- Drafting Pleadings, Affidavits, Notices, formal letters and Settlement Agreements;
- Conduct research and draft legal opinions for both senior staff members and clients;

About me:

I am an accomplished admitted attorney with 4 years' post admission experience in litigation in the High Court, recoveries, debt review and business rescue. I am seeking a position that is challenging and provides opportunities for growth, both personal and career wise.

My objective is unending growth in the legal field through continual learning and exposure to different areas of the field.

Languages:

English
Afrikaans (moderate)

Driving license:

Driving license category
Code B

Personal details:

Date of birth:
21 September 1993

Nationality:
South African

- Perform day to day Practice Management, collect fees and meet fee targets;
- Brief and deal with Counsel, Correspondent and Instructing Attorneys.

Language Consultant, MPC Recruitment

09 December 2016 – 27 August 2017

- Preparing and delivering lessons to improve students' reading, writing and conversing skills;
- Administrative work.

Student Legal Advisor, Wits Law Clinic

February 2016 – November 2016

- Consulting with clients particularly in Delict and wrongful arrest related matters;
- Open legal files;
- Drafting legal documents;
- File management.

Sales Assistant, Typo, Rosebank Mall

15 September 2015 – 04 December 2016

- Visual merchandising;
- Cash registry operations;
- Liaising with clientele;
- General administration.

EDUCATION

- Bachelor of Law, University of the Witwatersrand
Completed in 2016
- National Senior Certificate (Bachelor pass), Parktown High School for Girls obtained in 2011

Skills:

Proficient in Microsoft tools as well as legal research portals such as jutastat, Saflii and LexisNexis;

Critical thinking, research and problem solving;

Oral and written communication skills;

Professionalism and strong work ethic.