

Dear Sir / Madam

**RE: ADVERTISED POSITION**

I refer to the above matter and enclose herewith my detailed Curriculum Vitae for your consideration and thank you in advance for considering same.

I believe that I am well-suited for the available position. I have had the opportunity to provide high level legal support to 3 legal firms during the time I have spent at high-end legalities. My skills in researching cases of precedents, identifying vague and ambiguous causes of action and identifying, assessing and managing risks have been, by far, the most commendable feature of my career. Since I worked extensively in a legal arena, I am comfortable with preparing huge caseloads by using my solid legal knowledge base. Additionally, my time management, negotiation, assiduous attitude and organizational skills are above par rendering it easy for me to use my expertise to successfully and consistently meet deadlines and managing risks. Further to the aforementioned, having worked at a *pro bono* legal clinic I have been placed in an advantageous position to be able to work with people of all walks of life.

Albeit my field of qualification is centred around the legal arena and employee relations my relevant educational background and work acumen will assist me in exceeding your expectations by working in this role and I will be an asset to the establishment. My exceptional interpersonal skills, ability to work under pressure with high levels of integrity, accountability and confidentiality, as well as my ability to manage a law firm, will be an added advantage.

I look forward to hearing from you.

Yours faithfully

Rolandie Cumberlege

## CURRICULUM VITAE: ROLANDIE CUMBERLEGE

### PERSONAL DETAILS

Surname : Cumberlege  
First Name : Rolandie  
ID Number : 900925 0147 081  
Date of Birth : 1990-09-25  
Race : White  
Nationality : South African  
Gender : Female  
Disability : None  
Contact Details : 071 288 3281  
cumberleger@gmail.com  
Marital Status : Single  
Drivers Licence : Code 8  
Criminal Convictions / Dismissal(s) : None

### SECONDARY EDUCATION

Secondary School : Framesby High School  
Highest Grade : Grade 12

### TERTIARY EDUCATION

Institution : Nelson Mandela Metropolitan  
University (NMMU)  
Degree : *Baccalaureus Legum*  
NQF Level 8  
Institution : Damelin  
Certificate : Human Resource Management  
NQF Level 4

QUALIFICATIONS / DEGREES / CERTIFICATES

- National Senior Certificate
- Baccalaureus Legum
- Admitted Attorney
- Admitted Notary Public
- Human Resource Management
- Conveyancing

WORKSHOPS – SCHEDULED / COMPLETED

New CCMA Rules Workshop – SALLR

Risk and Compliance Management – Due Diligence Workshop – BLA

Conveyancing – L.E.A.D

CAREER HISTORY

PERIOD

POSITION / COMPANY / LEVEL

24 November 2014 – 31 March 2016

: Student Assistant  
De Villiers & Partners  
Junior Management Level

February 2015 – June 2015

: Student Assistant  
NMMU Law Clinic  
Junior Management Level

31 March 2016 – 30 March 2018

: Articled Clerk  
De Villiers & Partners  
Middle Management Level

03 April 2018 – 08 April 2022

: Attorney, Notary Public & Office

	Manager De Villiers & Partners Middle Management Level
11 April 2022 – 24 November 2023	: Associate – Litigation Attorney & Notary Public Strömbeck Attorneys Inc. Middle Management Level
27 November 2023 – Present	: Associate Besters Attorneys

AREAS OF KNOWLEDGE AND SKILLS, *INTER ALIA*

- Administration of Deceased Estates
- Attorneys' Bookkeeping
- Case Flow & Performance Management
- Computer Literacy – MS Word, MS Powerpoint, MS Excel, MS Outlook
- Civil Procedure and Litigation
- Consumer Protection
- Contractual Law – *inter alia* drafting of contracts, including negotiation thereof, notarial execution and attestation
- Criminal Law – basic tertiary education / aspirant prosecutor programme 2016
- Delictual Law
- Drafting of Wills, Bills of Costs, Legal Opinions
- Human Resources Practices
- Insurance Law
- Labour Law, Policies & Procedures
- Legal Research – Risk Management
- Maintenance and Family Law
- National Credit Act – *inter alia* debt collections

- *PAIA & PIE*
- Proper File Administration and General Office Management

CONTACTABLE REFERENCES

Mr M Welgemoed - Director – NMU – Law Clinic

Tel: (041) 504 1299

Colin M de Villiers – De Villiers and Partners


Cell: 082 320 2489

Justin Strömbeck – Strömbeck Attorneys

Cell: 082 829 6441

Paul Bester – Besters Attorneys

Cell: 082 555 2740



REPUBLIC OF SOUTH AFRICA

## National Senior Certificate

Awarded to  
**Rolandie Cumberlege**

Identity number 9009250147081


Subjects	%	Achievement level
Afrikaans Home Language	60	5
English Home Language	53	4
IsiXhosa Second Additional Language	63	5
Mathematics	54	4
Life Orientation	74	6
Life Sciences	54	4
Physical Sciences	57	4
*****	***	*

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to bachelor's degree, diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

*With effect from December 2009*


This certificate is issued without alteration or erasure of any kind.

090 7404 8180 N



*Chief Executive Officer*

UMALUSI



Council for Quality Assurance in  
General and Further Education and Training  
South Africa


(See website for more information)

THIS CERTIFICATE IS PRINTED ON WATERMARK PAPER - PLEASE HOLD UP TO THE LIGHT TO VERIFY


36837

**ASSISTANT REGISTRAR**

PRIVATE BAG / PRIVAATSAK X3904



2019 -01- 16

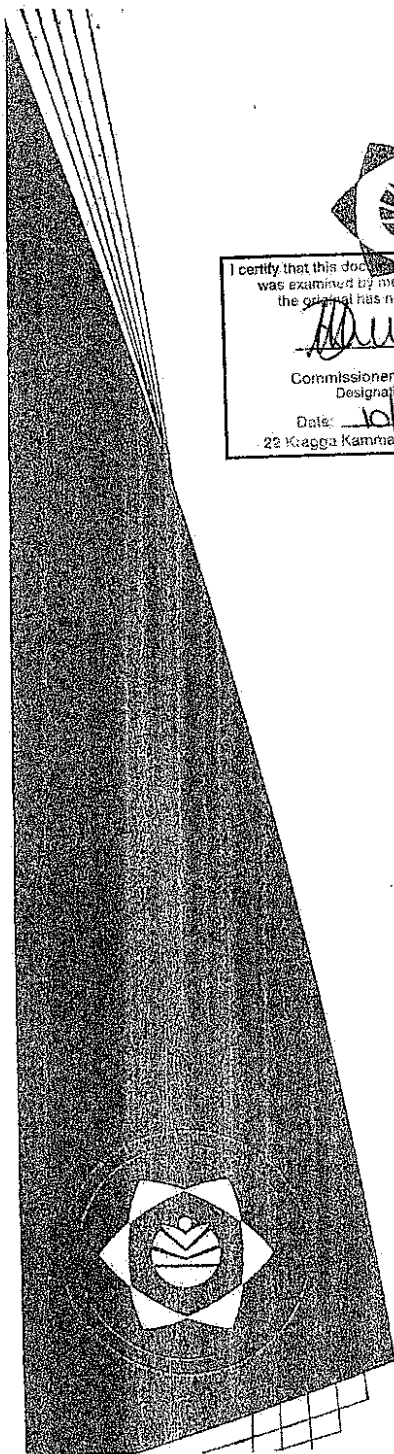


R. BREYTENBACH  
PORT ELIZABETH 6056  
PE MAGISTRATES OFFICE

CERTIFIED A TRUE COPY OF THE ORIGINAL DOCUMENT

R. Breytenbach

DATE 16/1/19 REGISTRAR (1)



Nelson Mandela  
Metropolitan  
University

I certify that this document is a true copy of the original  
was examined by me and that, from my observations,  
the original has not been altered in any manner.

*M Friend*

SIGNATURE  
Commissioner of Oaths - Marianne Friend  
Designation: Practising Attorney

Date: 10/3/2021

22 Kragga Kamma Road, Sunridge Park, PE, 6045

*This is to certify that, all the requirements  
having been met, the four-year degree*

*Baccalaureus Legum  
Bachelor of Laws*

*with all the associated rights and privileges, was conferred upon*

Rolandie Cumberlege  
ID no.: 9009250147081

*at a congregation of the Nelson Mandela Metropolitan University on*

12 APRIL 2016

Certificate no.: 20163241

*[Signature]*  
Vice-Chancellor

*[Signature]*  
Registrar

J 353

**IN THE HIGH COURT OF SOUTH AFRICA  
(EASTERN CAPE DIVISION)**

GRAHAMSTOWN, this 16<sup>th</sup> day of OCTOBER 2018

Before the Honourable Madam Justice ROBERSON

IT APPEARING THAT

ROLANDIE CUMBERLEGE

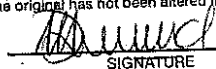
is duly qualified to practice and to be admitted as

ATTORNEY of this Court, it is hereby ordered that her

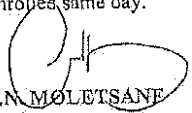
name be enrolled as such by the proper officer.


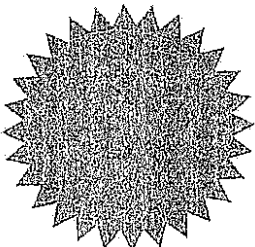
By order of the Court.

I certify that this document is a true copy of the original which was examined by me and that, from my observations, the original has not been altered in any manner.

  
SIGNATURE  
Commissioner of Oaths - Marianne Friend  
Designation: Practising Attorney  
Date: 10/3/2021  
22 Kragga Kamma Road, Sunridge Park, PE, 6015

Enrolled same day.

  
P.N. MOLETSANE  
Registrar.



P.N. MOLETSANE  
Registrar.



J 353

IN THE HIGH COURT OF SOUTH AFRICA  
(EASTERN CAPE DIVISION)

GRAHAMSTOWN, this 16<sup>th</sup> day of OCTOBER 2018

Before the Honourable Madam Justice ROBERSON

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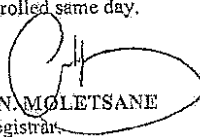
is duly qualified to practice and to be admitted as

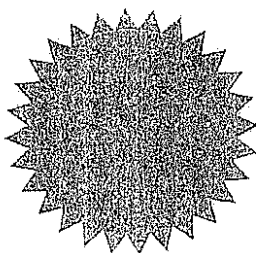
NOTARY of this Court, it is hereby ordered that her  
name be enrolled as such by the proper officer.

By order of the Court.

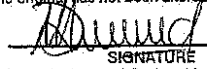
  
P.N. MOLETSANE  
Registrar

Enrolled same day.

  
P.N. MOLETSANE  
Registrar



I certify that this document is a true copy of the original which was examined by me and that, from my observations, the original has not been altered in any material particular.

  
SIGNATURE  
Commissioner of Oaths - Marianne Fries  
Designation: Practising Attorney  
Date: 10/31/2018  
22 Kragga Kamma Road, Sunridge Park, PE 7145

# Damelin

live • love • learn • leave a legacy

We hereby certify that

## Rolandie Cumberlege

9009250147081

successfully completed a 9 week  
competence short learning programme in

### Human Resource Management: Online Short Course

16\_HE\_GA\_FT\_CT\_HRM\_01

25 February 2019



Academic Manager



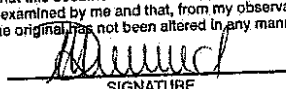
General Manager

presented by

Damelin | ONLINE PROGRAMMES

emotion  
online education studios

I certify that this document is a true copy of the original which was examined by me and that, from my observations, the original has not been altered in any manner.



SIGNATURE  
Commissioner of Oaths - Marianne Friend  
Designation: Practising Attorney  
Date: 10/3/2019  
22 Kragga Kamma Road, Sunridge Park, PE, 6045