



# Nompumelelo Nomalanga Mthembu

## LLB Graduate

✉ nompumelelomthembu22@gmail.com ☎ +27 81-4349-237

📅 16/06/1996 🇿🇦 South African 🌐 Single

👤 Female 📞 +27 81-4349-237

### 👤 PROFILE

I am delighted to introduce Nomalanga Nompumelelo Mthembu, a recent graduate with a Bachelor of Laws (LLB) degree from University of Johannesburg. Nomalanga is a dynamic and highly motivated individual who is poised to make a meaningful contribution to the legal profession.

Nomalanga's academic journey has been marked by exceptional dedication and achievement. I have successfully completed my LLB degree, showcasing a keen understanding of legal principles, a robust research acumen, and an exemplary work ethic. My commitment to excellence is reflected in my consistently high academic performance throughout my university years.

### 🧠 SKILLS

- Strong legal research and analytical capabilities
- Excellent written and verbal communication
- Attention to detail and commitment to ethical practices
- Comprehensive understanding of legal principles, statutes, and case law
- Proficient in legal drafting, including contracts, memos, and legal opinions
- Detail-oriented with a keen eye for accuracy and precision

### 🌐 LANGUAGES

Isizulu Home Language ●●●●● English First Additional Language ●●●●●  
Sesotho ●●●●●

### 🎓 EDUCATION

#### Practical Legal Training

2021  
Johannesburg, South Africa  
Law School  
The program emphasizes the development of strong legal research skills, essential for a successful legal career.  
We were given opportunities to practical exercises to gain hands-on experience.

2016 – 2020  
Johannesburg,  
South Africa

### **Bachelor's of Law (LLB)**

University Of Johannesburg

The LLB program at UJ typically spans over four years for full-time students.

The curriculum covers a range of foundational legal subjects, including constitutional law, criminal law, contract law, property law, and more.

Students are exposed to both theoretical knowledge and practical aspects of law, with a focus on legal research, analysis, and application.

2014  
Katlehong,  
South Africa

### **Matric**

Phumulani Secondary School

## PROJECTS

2017 – 2022

### **Study Trust**

Mentorship Program

Organizing and conducting orientation programs to familiarize first-time students with campus facilities, academic resources, and university policies. This helps alleviate initial anxieties and provides a foundation for a successful start.

Offering academic guidance to help students understand their chosen programs, select courses, and navigate academic requirements. This includes explaining grading systems, study strategies, and available support services.

2012 – 2014

### **Techno Girls**

Take a girl child to work

In Secondary school a company called Techno Girls took us to work at the South African Airways, we sold passengers tickets, checked them in by verifying to see if all their information was correct and showed them their flights entrance.

## AWARDS

2020

### **Golden Key Award**

Study Trust

Successfully planning and executing comprehensive orientation programs that contribute to the positive transition of first-year students.

Collaborating with colleagues, faculty, and support services to create a cohesive support network for first-time students, contributing to a positive university experience.

## PROFESSIONAL EXPERIENCE

2024 – present  
Johannesburg,  
South Africa  
Front desk

### **Ekupholeni Mental Health and Trauma Centre**

Administrator & Victim support

- greetings and welcoming of clients
- Taking Stats/ Database of clients who visit using Microsoft Word and Excel
- Filling of clients documents in chronological order
- Answering phone calls (Incoming and Outgoing calls)
- Serving clients refreshments and also emotional support such as giving them tissues and water when clients are emotional, basically offering emotional support Taking
- messages and ensuring they are passed to the appropriate staff member
- Community outreach to teach people about the services Ekupholeni offers
- Scheduling Appointment of clients with Social workers
- Handling queries
- Creating reports
- Taking minutes at meetings

2023 – 2024  
South Africa

### **Concore Academics**

Tutor

- Provide clear explanations of subject matter, ensuring students understand key concepts and principles.
- Utilize multimedia tools, such as video presentations, interactive simulations, or digital resources, to enhance learning experiences.
- Respond promptly to student questions and concerns through online platforms, email, or virtual discussion forums.
- Ensure that students meet deadlines for assignments, projects, and assessments, promoting effective time management.
- Report on the progress, challenges, and successes of students to the course instructor as needed.

## REFERENCES

**Smile Nhlapo**, *Mentor* nmdattorneys@webmail.co.za,  
+27 78 7594 668

**Advocate Mike Mandla Hlatshwayo**, *Advocate* hlatshwayo@duma.nokwe.co.za,  
+27 79 1531 843