

DEANNE WILLIAMS



Contact

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Languages

English
Afrikaans

Summary

I am a dedicated and ambitious Candidate Attorney with a strong passion for the legal profession. Possessing a solid academic foundation and extensive experience in legal research, drafting, and advocacy, I am proficient in legal writing, critical thinking, and problem-solving. Committed to delivering high-quality legal services and making a positive impact in the community, I am excited to apply for any vacancy in your organization.

Skill Highlights

- Email Communications
- Strong decision maker
- Creating and managing spreadsheets
- Using Databases
- Innovative
- Online research

Experience

Cashier at Wits University (part time) - 12/2012 to 02/2013

- Checking daily cash accounts.
- Handling accurate cash operations and cash transactions
- Opening and closing registers

All Cater Ware – 03/2013 to 12/2015 Resigned

- Office admin
- Planning events
- Customer service

Secretary at Richard and Palmer Attorneys – 02/2016 to 04/2017(part time)

- Answering and making phone calls to clients.
- Preparing documents needed by the lawyers for court.
- Opening new files for new clients.

Secretary at Triszoe Spares – 08/2017 to 04/2020 due to lockdown company downsized.

- Ordering parts
- Sending out invoices
- Booking in cars

Education

Matric -2007 Northcliff High
Bachelor of Law: LLB - 2022
University Of South Africa

Certifications

LLB Degree Certificate
Matric Certificate
L.E.A.D Law School Completed 2023