

Marine Mpilo Nephawe

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Profile

Full Name : Marine Mpilo Nephawe (Miss.)
Citizenship : South African
Languages : English, Tshivenda, Sepedi, Xitsonga and Isizulu

Education

Bachelor of Laws (LLB)
University of Venda (UNIVEN) **2019**

Practical Legal Training (PLT)
LSSA-UNISA PVT School for Legal Practice (Law School) **2024**

National Senior Certificate (Grade 12)
Denganya Secondary School **2014**

Certification

DOXIT secure electronic document exchange **2024**

Work History

Trending Actuaries and Consultants
Legal Office Administrator – Johannesburg, Gauteng Province

10 April 2023 – 11 April 2024

- Processing of actuarial instructions and conducting legal research.
- Provided support for Trending Actuaries' comprehensive service portfolio, including company services i.e. facilitation for new company registrations, deceased estate administration, and trust services.
- Managed day-to-day administrative tasks, including client communication, appointment scheduling, and task delegation to optimize workflow.
- Quality assurance role, proofreading the actuarial reports for loss of support or income against the Road Accident Fund and Maintenance Actuarial Assessments against deceased estates.

Dept. Justice and Constitutional Development
Maintenance Officer Intern – Pretoria, Gauteng Province

18 March 2021 – 14 March 2023

- Performing functions of a Maintenance Officer
- Rendering administrative support and file management.
- Consulting and Obtaining financial Information for the purposes of maintenance enquiries.
- Directing and supervising Maintenance Investigators and Maintenance Clerks in the performance of their functions.
- Drafting Maintenance settlement agreements and court orders.
- Appearing in the Maintenance Court and conducting proceedings in terms of the Maintenance Act.

Department of Basic Education

Teaching Assistant – Thohoyandou, Limpopo Province

01 December 2020 – 17 March 2021

- Administrative and Classroom support.
- Reading Champion assistant.

Skills

- Legal research and drafting,
 - Facilitation, mediation, and litigation skills,
 - Client Communication,
 - Solutions driven,
 - Leadership,
 - Computer Literacy (MS Office),
 - Team Collaboration,
 - Ability to work under pressure,
 - Time management,
 - Attention to detail,
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