

Lamola Noko Gostina

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Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilise my skills and knowledge appropriately.

Personal Details

- Nationality : South African
- Gender : Female

Experience

- **Nirvana Primary School** 02 May 2023 - 29 September 2023
Education Assistant
 - Managed general office and library admin.
 - Liaised with school service providers and stakeholders.
 - Assisted and supported learners who have lost teaching and learning time through reading development and any other class activities.
 - Linked school and parents by ensuring that learners do their homework and read at home.
 - Involved learners in literacy activities, set up and managed reading clubs and monitored return of books.
- **Matongoni Recycling** 01 December 2022 - 30 April 2023
General Worker
 - Assisted clients and attended their queries
 - Prepared invoices
 - Admin duties and answering the phone
 - Sorted out recycle material according to their numbers/names
 - Operated a bale machine
 - Packaging and stock taking
 - Housekeeping

Education

- **Legal Education and Development(Law Society of South Africa)** 29 April 2024- 30 September 2024
Practice Legal Training (PLT)
- **University of South Africa** 2023
Bachelor of Laws (LLB)
NQF level 8
- **Delight Computer Training** 2016
Computer Training
NQF level 3
- **Mokateng Secondary School**
Matric
2017

Other Learning Activities Or Advancement

- 2024: Dosit Certificate (LSSA L E.A.D Casework)
Compiling and exchanging court documents in an electronic format.
- 2024-Trial And Advocacy.
3 days training
- 2023: Introduction to digital literacy certificate, NEMISA
- 2022: Adjudicator for Polokwane debate league
- 2022: 7th ACCESS Habitable Planet Online Workshop in Climate and Earth sciences

Skills

- Professional and able to work with sensitive or confidential information.
- Strong and oral written communication skills, essential for presenting cases
- Proficient in conducting thorough legal research using various database and resources.
- Skilled in drafting legal documents, such as pleadings, contracts and legal opinions
- Ability to analyse complex legal issues and apply law efficiently
- Attentive to detail and problem solving
- Collaborative team worker and independent
- Comprehensive knowledge of constitutional law, criminal law and commercial law and other relevant legal areas
- Dynamic and self motivated hard worker
- Creative and analytical thinker

Languages

- English
- Sepedi(Home Language)
- TshiVenda

Reference

- **Manaka N.S - Mokateng Secondary School**
High School Teacher (Physical Sciences Teacher)
0827190879
- **Ludere N.W - Nirvana Primary School**
Teacher in Nirvana Primary
0793804888
- **Mr Bernard Monama - Matongoni Recycling**
HR Manager
073 840 6668