

CURRICULUM VITAE

BIANCA ENSLIN

PERSONAL INFORMATION AND CONTACT DETAILS:

Surname	Enslin
Name	Bianca
Physical address (work)	C/o Thabo Mbeki Drive and Meyer Street Potchefstroom 2531
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ACADEMIC QUALIFICATIONS:

Baccalaureus Legum	2012
Admitted as a legal practitioner	2015

EMPLOYMENT HISTORY:

Klynveld-Gibbens Inc	December 2012 – August 2015
Job Description	Candidate Attorney
Duties	Civil Litigation: <ul style="list-style-type: none">- Consultations with new and existing clients;- Drafting of pleadings;- Preparing and appearances in Magistrate Court;- Appearing in Motion Court;- Drafting of Wills;- Drafting and preparing for collections matters (Section 65);- Drafting of Divorce Summons;- Drafting of accounts;- Appearing in Maintenance, Domestic Violence and Harassment matters;- General Legal work;- Managing of Collection department

	<p>Criminal:</p> <ul style="list-style-type: none"> - Consultations with new and existing clients; - Bail applications; - Postponement of matters; - General Legal work
LIPCO – Law for all	August 2015 – June 2016
Job Description	Legal Advisor
Duties	<ul style="list-style-type: none"> - Consulting with clients and taking of instructions - Opening of files and providing legal advice - Providing feedback to clients - General administration - Assisted in the drafting of pleadings
Pieter Strydom Inc	June 2016 – November 2019
Job Description	Manager – Litigation Department
Duties	<p>Civil Litigation:</p> <ul style="list-style-type: none"> - Consultations with new and existing clients; - Drafting of pleadings; - Preparing and appearances in Magistrate Court, Regional Court and Motion Court; - Drafting of Wills; - Drafting and preparing for collections matters (Section 65); - Drafting of Divorce Summons; - Drafting of accounts; - Appearing in Maintenance, Domestic Violence and Harassment matters; - General Legal work; - Managing of Collection department <p>Labour:</p> <ul style="list-style-type: none"> - Member of the AHI employers’ organisation; - Advising client on Basic Conditions of Employment; - Representing employers at CCMA for Conciliations, Arbitrations, Rescissions and Variations; - Chairing of Disciplinary Hearings; - Drafting of Rescission, Variation and Condonation Applications; - Drafting of Review Applications – Labour Court - Serving and filling of pleadings at Labour Court

	<ul style="list-style-type: none"> - Retrenchments Conveyancing: <ul style="list-style-type: none"> - Application for clearance figures; - Drafting of transfer documents General administration of office
North-West University	December 2019 until present
Current Job Description	Supervising legal practitioner Acting Project Manager: Legal Services
Duties	<ul style="list-style-type: none"> - Provision of free legal services. - Mentor and supervise candidate attorneys, paralegals and final year law students working at the Law Clinic. - Practical legal education of final year law students (IURI 414, IURI 422 and IURE 416). - General administration of the Law Clinic, including file administration, drafting of letters and pleadings, auditing of client files and reporting. - Project coordination.
Specific interests	<ul style="list-style-type: none"> - Divorce matters - Litigation - Labour Law