

LEBOHANG MOTELLE

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PROFESSIONAL QUALIFICATIONS AND CERTIFICATIONS

Feb 2015 – Nov 2017	Law – LLM (Masters of Law) Environmental Law; Individual Labour Law; Collective Labour Law and Advanced Administrative Law	University of the Witwatersrand
Feb 2014 – Nov 2015	Mandela Institute Certificate Course (Post-Graduate) Land and Water; Environmental Law; Individual Labour Law and Collective Labour Law	University of the Witwatersrand
Sep 2011 – Oct 2012	Legal Practice Course (Masters in Law) Core Practice Areas: Commercial, Employment; Family and Property Law	College of Law, Birmingham United Kingdom
Sep 2008 – Jun 2011	Law - LLB (Hons) 2:1 – Second Class: Upper (Division1) Commercial, Company, Employment, Family Law	Birmingham City University United Kingdom
Sep 2005 – Jun 2007	A Levels: Law, Psychology, Sociology, Applied ICT Key Skills Level 3: Information and Communication Technology Improving Own Learning and Performance	Warwickshire College United Kingdom
Jan 2000 – Nov 2004	English, Afrikaans, Maths, Biology (HG) Physical Science, Computyping (SG) (HG) – Higher Grade, (SG) – Standard Grade, all equivalent to GCSE Grades A-C	Riverside High School South Africa

LEGAL EMPLOYMENT

Jan 2016 – to date	Research and Teaching Associate, School of Law, University of Witwatersrand <ul style="list-style-type: none">Labour Law (Individual and Collective); Business Enterprise Law, Independent Research Essay Course, assistant to Dr Alli Chicktay (2016) and Dr Meryl duPlessis (2017) in the School of Law
2016 – Apr 2017	Sessional Lecturer, School of Law, University of Witwatersrand, Johannesburg <ul style="list-style-type: none">Introduction to Law (2016): lecturing undergraduate students; preparation of assessments, marking of coursework assignmentsBusiness Enterprise (2017): filling in for lecturer in their absence, lecturing undergraduate accounting and engineering students
Feb 2016 – Oct 2017	School of Law Tutor, University of Witwatersrand, Johannesburg <ul style="list-style-type: none">Tutoring Introduction to Law; Labour Law and Business Enterprise Law
Aug 2010 – Sep 2010/ Jan 2012 – Jan 2013	Legal Clerk/Trainee Solicitor, IEI Solicitors, Birmingham www.ieisolicitors.co.uk <ul style="list-style-type: none">Employment Law - I assisted with the provision of legal advice in a Redundancy case and the advice to another client on their termination of employmentFamily Law – I assisted in the drafting of a Content Order for a Divorce case, I also provided general advice to a client on Making a Will and severing Joint TenancyImmigration Law – I have observed and attended court trials, corresponded with the UK Border Agency, supervised on the writing of appeal applications and applications for permission to Apply for Judicial AppealOther Administrative Duties – Conducting legal research, filing legal and non-legal documents, prepare and maintain office files, handling incoming and outgoing mail, fax, telephone calls, I had the responsibility of applying for Professional Indemnity Insurance for the Firm under the supervision of a Partner
Oct 2011	Student Work Placement, Birmingham Employment Advice Clinic www.college-of-law.co.uk/About-the-College/Legal-advice---Birmingham-and-the-Midlands <ul style="list-style-type: none">Responsible for arranging client appointments with Solicitors, writing to clients, filing documents and sitting in on client meetings

Jul 2011

Intern (Volunteer), Legal Resources Centre, Johannesburg

www.lrc.org.za

- Working in host organisation alongside attorneys and candidate attorney (trainee), including: conducting legal research on database; drafting legal memoranda; interviewing clients and providing legal advice under the supervision of attorneys
- Most days worked on a big insurance fraud case involving a number of our clients who I had to call and follow up every day to get the necessary information on file for my supervising attorney to build up a case against the company

Dec 2010

Work Placement, Bake & Co Solicitors, Birmingham

www.bakesolicitors.co.uk

- Carrying out administrative tasks, writing letters to clients, filing legal documents, handling legal correspondence (only dealt with immigration cases during a 3-week period)

OTHER EMPLOYMENT

March 2013 – Nov 2013

**Kenilworth Grange (Care UK), Kenilworth
Administrator**

- Answer calls, receiving & sending emails (including internal emails) on daily basis.
- Entering clients on our main system, ensuring that their billing accounts are accurate and up-to-date. Accurately recording and updating information on clients and employees' personal records.
- Managing client accounts and collating delivery notes with orders and invoices for approval.

Jan 2013 – Feb 2015

**Mission Outreach Charity Project, South Africa
Volunteer**

- Working with disadvantaged people from a local community. Organising event and fundraising projects. Collecting tinned foods from families living around the Gauteng Province.

Jul 2009 – Sep 2009

ADC Marketing, Coventry

Warehouse Operative in a marketing, storage and distribution company

- Checked orders, quality checks on products, handled mail, organised catalogue papers into files for a client company providing heating appliances

Nov 2007 – Aug 2008

ADC Marketing, Coventry

Assistant Manager, promoted from Customer Service Advisor within the Jewellery Department

- Dealt with customer and client queries, input daily orders, answered telephone calls

Feb 2005 – Aug 2005

McDonalds, Coventry

Crew Member and Trainer in a Fast Food Restaurant

- Customer service and training of new staff members on how to take orders, use kitchen equipment and work in the drive-through

KEY SKILLS

- **Communication** – Excellent command of written and spoken English, able to build rapport with customers and clients through participation in moots (capable of debating) and being able to communicate with people at work. Able to speak multiple Southern African languages including basic Afrikaans
- **Interpersonal** – Acquired during the course of employment and education by working with individuals of different skills and backgrounds; hence I believe I have the ability to maintain strong relations and work efficiently within a team
- **Leadership** – Deputised for Customer Service Manager occasionally in her absence at ADC Marketing whilst working under pressure to meet up with daily targets and deadlines whilst managing the jewellery department team
- **Organisational and Planning** – Competent in arranging workload to meet deadlines; working as a Customer Service Advisor, dealing with client queries whilst carrying out administrative tasks and meeting daily targets
- **Computer Literate** – Able to use most IT packages within an office environment proficiently

ACHIEVEMENTS

Feb 2014 – Nov 2014

Post-graduate certificate of competence at the University of Witwatersrand in: Individual Labour Law; Environmental Law and Land & Water Law

Jan 2003 – Sept 2013

Fire Training; Customer Care; Health & Safety; Moving & Handling; COSHH (Control of Substances Hazardous to Health)

Nov 2001 – Dec 2012 Participation in the Birmingham Advice Clinic; Lexis Nexis Online Research Certificate; Westlaw Training Tutorial Certificates; Key Skills Certificates; OCR Certificate (ICT); Academic Achievements and Summa Cum Laude in Annual Olympiad for Computyping (45 wpm)

INTEREST

- Member of the :Birmingham Trainee Solicitors' Society (2012); University Mooting Society; and Legal Society (UK)
- Volunteer ambassador for University's Law Open Days (UK)
- Volunteer of the Mission Outreach Charity Project (South Africa); charity that supports and helps disadvantaged people and families through donations
- Reading quality newspapers and books (*Things Fall Apart*, *Long Walk to Freedom* and "Conversation with Myself")
- Music: Classical, R&B and African Pop
- Going to the gym at least twice a week and walking

REFERENCES

Upon request