

CURRICULUM VITAE of Yolande Jooste

Personal Details

Name	Yolande Helen Jooste
Date of Birth	07 May 1979
Resides	East London, South Africa
Contact Email	joosteyolande@yahoo.com
Nationality	South African
Languages	English / Afrikaans

Employment Details

Company	Niehaus McMahon Attorneys, Notaries & Conveyancers
Position	Professional Assistant, Notary, Conveyancer
Duration	September 2009 – present
Company	East London Golf Club
Position	Financial Manager
Duration	October 2006 - August 2009
Company	D&B Moldenhauer Trust
Position	Bookkeeper / Admin Manager
Duration	May 2004 – September 2006
Company	River Corporation International
Position	Senior Bookkeeper / Personal Assistant
Duration	October 2001 – April 2004
Company	Armstrong Hand Midas
Position	Stock Controller
Duration	February 1999 – September 2001
Other	Au Pair in America 1998 - 1999

Admissions

Notary

High Court of South Africa	Eastern Cape, Grahamstown
Date	4 th June 2013

Conveyancer

High Court of South Africa Eastern Cape, Grahamstown
Date 23rd May 2013

Attorney

High Court of South Africa Eastern Cape, Grahamstown
Date 3rd November 2011

Fields of Practice

- Notarial Practice
- Conveyancing
- Administration of Estates
- General Litigation
- Matrimonial Law

Education

Tertiary

Institution University of South Africa (UNISA)
Year 2008
Qualification LLB

Courses

National Credit Regulator Debt Counsellor Training
Pastel Accounting
National Gold Network Accounting
Computer Information Systems
German

School

Institution Grens High School
Year 1997
Qualification Matric Exemption

Computer Proficiency

MS Word, Excel, Ghost convey, Pastel Accounting, National Golf Network Accounting, Online banking (FNB, Standard Bank, Nedbank, Capitec)

Achievements

Awards	Schools Colours for academic achievement Member of Grens High School Academic Team History Award at Grens High School
Positions	East London & Mdantsane Attorneys Association - Committee Member; East London Magistrates Court - Sub Committee; Link FM Board of Management - Member

Motivation

I am disciplined and hard working. I provide my clients with the highest quality legal service by practising sound work ethics.