

## **Personal Details**

Surname: Botha  
Names: Riaana  
Date of Birth: 17 February 1986  
Nationality: South African  
Criminal Record: None  
Contact Details: 078 374 7202

## **Computer Literate**

- Microsoft Excel
- Microsoft Word
- Microsoft Outlook
- AJS

## **Education**

DOMESTIC ARBITRATION COURSE AFSA 16 - 19 OCTOBER 2017

**Pupillage:** Completed 2014

**Institution:** University of Johannesburg

Qualification: LLB

Year: 2005 - 2012

**Institution:** Goudrif High School

Grade Passed: Grade 12

Subjects: Afrikaans

English

Geography

Home Economics

Biology

Business Economics

### **Employment History**

Company:	Advocate – admitted December 2014
Position:	Litigation – divorces, Insurance Law, Unlawful arrest and detention, Family law, Insolvencies and liquidations
Period:	December 2014 to current
Duties:	Court attendance, drafting of applications and pleadings
Company:	Muller Voigt Attorneys
Position:	Legal Assistant
Period:	March 2012 – September 2014
Duties:	Drafting Pleadings, Typing and sending letters and documents, Follow up on matter, General admin
Company:	Oosthuizen Attorneys
Position:	Vacation work
Period:	July 2011
Duties:	Drafting documents and pleadings