

CURRICULUM VITAE

TAMMY GIBSON

081 250 3678

AGE: 50 yrs

Experience:

Present:

2019 – Present

Tammy's Typing & Transcription Service (Legal Secretarial)

As a senior litigation & commercial legal secretary with para-legal skill & experience I assist my clients with typing, transcription typing, legal documentation & compilation, general administrative assistance.

I also assisted Rabbi Dr Richard Newman with his 2nd Thesis as his technical administrative assistant.

Reference: Rabbi Dr Richard Newman

0823173102

Since my small business began I have worked as a legal secretarial assistant mainly to Advocates throughout South Africa, one of whom is Advocate Byron Houston, Durban:

Reference: Advocate Byron Houston

0646820574

2018-2020

Bohemian Lofts

I worked for Jenny Dodd the owner of Bohemian Lofts working in housekeeping and began my typing/transcription service whilst working and living at the Lofts. Jenny has since become a good friend, but sadly due to Covid most lodges, backpackers, guest houses and hotels had no choice but to close their doors.

Reference: Jenny Dodd

0765235554

2017-2018

FLORAL ABUNDANCE

On a part time basis I worked as a florist shop cleaner and also as an artist creating floral chalk/paint advertising boards. Marita and I have since become good friends too.

Reason for leaving: I moved from that area closer to Cape Town.

Reference: Marita Wellman Schoeman

021 782 1617

2009 – 2014

TAM'S STUDIO

Fine Art Services & Products

As a freelance fine artist I worked for clients doing various creative

- Fine Art Designing:
- Murals
- Illustrations
- Sketches
- Paintings
- Sculpting
- 3d Animation Illustrations
- Signwriting
- Mosaicing
- Jewellery Designing
- Designing
- Fine Art Courses & Classes (adults & children)
- Catering

Reference: Ted (Picolinos, Johannesburg)

082 5534826

2008 - 2009

LEGAL & PARA-LEGAL SERVICES

As an experienced skilled Senior Litigation & Commercial Legal Secretary/Para-legal I ran a legal secretarial and para-legal service business from home from which I provided

2003 – 2007

Professional Assignments Group & Kelly PA/Secretary (Legal Corporate Commercial Long/Short Term Assignments (Temp/Contractual Senior Legal Secretary (Civil, Criminal, Labour, Family, Commercial, Mining, Gambling, Entertainment, Media, Constitutional law))

I was employed on a contractual basis by Professional Assignments Group and Kelly during this period and worked for corporate companies in their executive legal divisions/departments for the Legal Advisor or Senior Legal Partner of the business, some of which companies are listed hereunder.

Responsibilities/duties:

- Diary management & case file diarisation;
- Travel arrangements;

- Typing & dicta-typing (tape & direct verbal dictation) (transcription) of correspondence, financial documentation, court process documentation, agreements, briefs to counsel, opinions, notices, minutes of meetings, schedules (financial & general), reports, company documentation, affidavits, applications for court and general office administration documentation & correspondence;
- General personal PA functions: assisting with correspondence and communications regarding the attorney's personal & family/household/housekeeping matters;
- Telephone call management & client and staff liaison;
- General stationery & office equipment stock control;
- Conference & meeting planning/co-ordination for attorney and clients;
- Court documentation process distribution/service to attorneys, courts, sheriffs and clients;
- Drafting/preparation of general correspondence & documentation (both court process and general office administration documentation);
- General administration functions (internet, email etc);
- General office administration, i.e., faxing, photocopying, filing;
- General petty cash payments management;
- Invoicing/Statement drafting & typing for general accounts relating to clients matters;
- General/basic bookkeeping administration (receipting, financial Excel spreadsheets
- **Corporate companies assigned to at various times:**
 - Peermont Global (Gambling/Entertainment) (Legal Advisor's PA/Secretary)
 - Lonmin Platinum (Mining) (Legal Advisor's PA/Secretary)
 - Peter Horwitz Inc. (Political & General Law) (Mr P Horwitz' PA/Secretary)
 - Sun International (Hospitality, Entertainment, Gambling) (Legal Advisor's PA/Secretary)
 - TBWA Hunt Lascaris (Media, below & above the line) (Legal Advisor's PA/Secretary – Johannesburg)

Reference: Tracy Mead (nee Botha) (Tracy has since left PAG)

2001 – 2002

Indios Media (Print Media Advertising) Advertising Sales Consultant

Publications: Absa Private Bank Magazine DTI Tabloid Magazine (My Business) Advertising Sales Consultant

Responsibilities/duties:

- Telesales – calling existing clients and contacting new clients to sell advertising space within the print magazine publications;

- Maintaining liaison with existing clients for future publication prints to establish sales relationship with them;
- Compiling weekly sales reports for Director on targets, sales, pending sales and general status of week's progress in terms of advertising sales;
- Liaising and arranging with clients, client's advertising agencies, marketing departments and publishers to have client's graphic work/advertising content to be included in publication layout;
- Liaising and arranging financial payments with clients for their advertisements and/or advertorials;
- Liaising with clients via email and telephonic communication to arrange proof print signing of advertisements to be placed in publications;
- Reaching sales targets on weekly and bi-weekly basis;
- General management of sales team in Director's absence and from time to time training assistance for team members who found difficulties in communicating with clients and reaching their sales targets or closing deals telephonically;
- Creative concept/pitch & design for some client's advertisements.

Reason for leaving: Publishers defaulted on making payments to the company and as a result the company closed

Reference: Adrian Moodley (No longer have contact information)

1997 – 1999 Overseas UK Working Visa (2yr)

Personal Assistant & Legal Secretary

Clifford Chance (London, UK) (Law Firm)

Legal Secretary in the following divisions/departments:

- Banking & Security & Finance;
- Litigation (General);
- Commercial Property;
- Commercial Retail.

Responsibilities/duties:

- Telephone answering and management;
- Diary Management;
- Filing & general office administration;
- Typing (dictation) of the following documentation:
 - General Commercial, Labour Law & Civil contracts &
 - agreements;

- General correspondence;
- Schedules & reports;
- Financial documentation;
- Lease Agreements;
- Acquisition Agreements;
- Merger Agreements;
- General Litigation documentation (court process);
- Property Development Agreements;
- Sale & Purchase Agreements/contacts;
- General Business Development Agreements/contracts;
- Banking, Security & Finance commercial documentation, agreements;
- General department in office administration documentation (i.e., memorandums, emails, faxing etc).

Brown & Root (Aberdeen, Scotland) (Engineering)

Executive Personal Assistant to Executive Director

Responsibilities/duties:

Diary management;

- Travel arrangements (local & international) (flight, accommodation, transport, business meetings & personal arrangements for and during travelling, passport/visa & necessary business/personal documentation administration & management);
- Conference/meetings co-ordination, planning & arranging for catering (beverage & food) & telecommunication equipment relative for these meetings/conferences;
- General office administration management & stationery/stock
- management & distribution;
- Personal assistance for the Executive Director 's private secretarial/administrative requirements (i.e., dry cleaning, household/family assistance, arranging for family members transportation/travel arrangements, household & general housekeeping management assistance/support;
- Catering arrangements for Executive Director whenever he was in the office;
- Telephone call management of clients and staff calls to and from
- Executive Director;
- Financial payment administration (credit cards/cheques) relating to business and personal matters Reason for leaving:

- Drafting & typing of documentation (commercial, legal, general, engineering) (telephonic dictation, transcription, direct verbal dictation):
 - general correspondence/communications,
 - agreements,
 - financial documentation,
 - schedules,
 - memos & general internal office communication
 - correspondence (i.e., emails, faxes, letters, notes to other directors and staff members);
 - minutes of meetings.

Reason for leaving: Temporary contract completed

Reference: Drake Recruitment International (Scotland, Aberdeen)

Consafe Engineering (Aberdeen, Scotland)

Project Secretary to Engineering Team

Responsibilities/duties:

- Typing of general correspondence
- Co-ordinating engineering team members correspondence, technical & mechanical plans/designs, engineering protocol documentation, agreements, general financial statements and documentation relating to each engineering project;
- Compiling engineering reports with above documentation;
- Assisting team with general administrative functions (i.e., telephone call management, diary management, faxing, emailing, photocopying and meeting scheduling and arrangements);
- Assisting team with general secretarial functions (i.e, travel arrangements).

Reason for leaving: My 2 year working visa was due to expire and I had to return to South Africa which I did.

Reference: Drake Recruitment International (Scotland, Aberdeen)

1994 – 1996 Jan Schliemann Attorneys

Para-legal Assistant (RAF/MVA Matters)

I worked for Jan Schliemann as a para-legal assistant assisting him with his motor vehicle accident insurance fund matters by attending to the following responsibilities:

- Client consultation (telephonic & in person) to obtain information relating to the accident and arrange meetings with persons involved in accident;
- Attending to inspection in loco of the accident and drafting sketch/accident scene diagram;

- Attending at South African Police services to obtain copies of statements, RAF/MVA report and any other documentation relating to the accident or the injured person/s;
- Drafting & typing of statements from injured parties and passengers involved in the accident;
- Consultation (telephonic & in person) with various medical practitioners, insurance companies and other relevant entities relating to the accident and the injured parties for medico-legal reports and documentation;
- Consulting telephonically and through correspondence with legal representatives involved in accident claim;
- File administration for each matter;
- Attending to general correspondence relating to the matter;
- Preparing file/matter for attorney to be assessed and then forwarded to final stage of RAF/MVA claim (quantum assessment, litigation and/or mediation/settlement);
- Assisting with general Legal Secretarial & Receptionist

Reason for leaving: Relocating to UK for 2 years.

Reference: Jan Eberhardt Schliemann,
021 852 7511

1991 – 1993

Dieter Kulenkampff & Associates

Junior Legal Secretary/Receptionist

Responsibilities/duties:

- Reception: Answering small switchboard and directing calls to other staff members;
- Petty cash control (receipting, cash book balancing, docex & deeds registrar payments, general in office & transportation payments etc);
- Client liaison/services – attending to clients, attorneys and associates who attended at Dieter's office, arranging beverages for them and assisting with general administration requirements prior to meetings and after meetings with Dieter;
- Diary management and telephone messaging control;
- Courier, court document service & filing arrangement with Sheriff's, courts and office assistant;
- Legal Secretarial:
- Dictation typing & verbal direct typing of general correspondence, Magisterial & High Court notices (Civil & Criminal), pleadings, summons, briefs to counsel, matrimonial divorce documentation, wills, liquidations, agreements, affidavits, wills & testaments, warrants of executions, company registration documentation, opinions & bills of costs.

- Co-ordinating/administrative management of statute page changes (replacing old with new);
- Opening files, closing files, diarizing files;

Reason for leaving: Further development at other attorney firms

Reference: Dieter Kulenkampff 021 8515155

1990

Au Pair Vienna, Austria

(Jan-Jun)

I worked for an Austrian family as an au-pair to their two boys aged 6 and 7 years. During my time spent with them (6 months contract) my responsibilities included:

- Taking the children to school and collecting them from school in the mornings & afternoons;
- Teaching them English and assisting with their homework/schoolwork.
- Taking them on outings doing creative/intellectual activities with them;
- Preparing their lunch/dinner meals and doing small general household housekeeping everyday;
- Accompanying family on holiday to assist with the children.

Reason for leaving: Offered another position at a Pension Hotel

Reference: No longer have contacts.

1990

Pension Hotel Altstadt Vienna, Austria

(July Dec)

Kitchen Manageress/Matre D (Breakfast Buffet), Vienna, Austria

I managed a small kitchen in this pension hotel (guest house) doing the following:

- Food preparation & cooking
- Dining room preparation, buffet set up and display management
- Maitre 'D, serving guests
- Kitchen hygiene management
- Edibles stock control & ordering
- General kitchen stock management

Reference: No longer have contacts, but at the time Otto Wiesenthal was the owner/manager

1987 – 1988 Van Riebeeck Hotel & Lord Charles Hotel Conference

Banqueting Waitressing & kitchen assistant trainee

During my high schooling I obtained a part time job working as a conferencing/banqueting waitress at these hotels and gained kitchen assistant training in the kitchen at the Van Riebeeck Hotel.

Reason for leaving: Completed schooling and required full time employment.

Reference: No longer have contacts

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1986/1987 Village Bakery Cashier / Bakery Assistant

Responsibilities/duties:

- Till cashier, cashing up products purchased by customers at the
- bakery & general grocery store;
- Being responsible for financial float in till and taking cash/cheque
- inventory at end of each shift for my till and then checking same
- with bakery store manager;
- Assisting at the bakery with customer service and display;
- Assisting with stock/product packing for shelves when necessary;
- Assisting customers with general instore sales assistance.

Reason for leaving: Offered a better opportunity working for hotels.

Reference: No longer have contacts.