## **CURRICULUM VITAE**

NAME: Jovita Matos Fazenda

**DATE OF BIRTH:** 21<sup>ST</sup> September 1977

NATIONALITY: Mozambican

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動物

## **EDUCATION**

2003: Currently doing my 3<sup>rd</sup> and 4<sup>th</sup> years on the Unisa

LLB honours degree (to be finished in May/June

2004)

**2000-2002:** Access and 1<sup>st</sup> and 2<sup>nd</sup> year of the Unisa LLB

Honours degree

1997-1999: 1<sup>st</sup> and 2<sup>nd</sup> year of the LLB honours degree through

ISPU (Mozambique)

**1993-1996:** 10<sup>th</sup>-12<sup>th</sup> grades in Delta College (Mozambique)

## EMPLOYMENT RECORD

1999: Protocol at the Eduardo Mondlane Conference

(Mozambique): worked mostly as a Public

relations person; showed people their sitting places and cleared any doubt they had and gave them any

They needed about the event

**2001:** work at Sky-Net Mozambique: worked at a

Customer care level, I was a front desk attendant; Filled documents; made search on the internet for Parcels status; made daily reports to Sky-net South

Africa about sent and received parcels....

**2002-2003:** work at Midrand Graduate Institute Legal Advice

Centre: worked as a group Manager; we assisted Less advantaged people with no resources to pay A lawyer; we heard their cases and researched for the legal matters there involved and gave a final Compiled opinion and advice on what procedure to follow to solve that specific issue. We also had Some lectures on how to compile the basic legal Documents such as Affidavits, Summons and

Others.

#### LANGUAGES

	Speak	Read	Write
Portuguese	Fluent	Fluent	Fluent
English	Fluent	Fluent	Fluent
French	Average	Average	Average

## Other Knowledge:

Computer Wise

- Windows, Microsoft Word, Dos, Microsoft Powerpoint, Microsoft Access, Outlook Express, Microsoft Excel
- Internet wise

### Reference:

# Charnelle VanDerbjl

Head of department of Law at Midrand Graduate Institute

