

CURRICULUM VITAE  
OF  
**CHARISSA CARPENTER (ACIS)**

**PERSONAL DETAILS**

Name	<b>Charissa Bianca</b>
Surname	<b>Carpenter</b>
Languages	<b>English, Afrikaans</b>
Nationality	<b>South African</b>
Professional Memberships	<b>The Law Society of the Northern Provinces Chartered Secretaries Southern Africa (ACIS)</b>

**EDUCATION**

School	<b>1997 – Matric – Glen High</b>
Achievements	Matriculated with University Exemption
Tertiary Education	<b>2003 – LLB – University of Pretoria</b> <b>2004 – Admitted as an Attorney</b> <b>2006 – Admitted as Notary</b> <b>2007 – Admitted as Conveyancer</b> <b>2017 – CSSA – Chartered Secretaries Southern Africa</b>

**COURSES**

2 day Practical Company Secretarial Course presented by The Companies House

**COMPUTER LITERACY**

MS Office (Word, Excel, Power Point, Outlook)	Legal Perfect
Pastel	Internet
e-Sec	

**CAREER PROGRESSION**

<b>Oct 2013 – Date</b>	<b>Adams &amp; Adams</b>
	Position held: <b>Manager – Company Secretarial Services</b>
<b>Jun 2012 – Sep 2013</b>	<b>PBS Group</b>
	Position held: <b>Executive Assistant to the CEO</b>
<b>Nov 2010 – Jan 2012</b>	<b>Totaway (Pty) Ltd t/a Maneki</b>
	Position held: <b>Operations and General Store Manager</b>
<b>Mar 2007 – Nov 2010</b>	<b>CB Michael Attorneys, Notaries &amp; Conveyancers &amp; Fresh Start Debt Counsellors</b>
	Position held: <b>Attorney &amp; Debt Counsellor</b>
<b>Dec 2004 – Mar 2007</b>	<b>Findlay &amp; Niemeyer Inc</b>
	Position held: <b>Professional Assistant</b>
<b>Jul 2003 – Dec 2004</b>	<b>Berkow, Feinberg &amp; Suliman Attorneys</b>
	Positions held: <b>Professional Assistant (Jun 2004 – Dec 2004)</b> <b>Candidate Attorney (Jul 2003 – Mar 2004)</b>

Oct 2013 – Date

Adams & Adams

Nature of Business	Law firm
Number of Staff	150

Position held	<b>Manager – Company Secretarial Services</b>
---------------	---

Reporting to (designation)	Partner – Commercial Department
----------------------------	---------------------------------

**DUTIES AND RESPONSIBILITIES:**

Managing and providing full Company Secretarial functions to clients as well as ad hoc instructions.
Preparation and distribution of meeting packs and documents.
Drafting meeting agenda, notices and proxies.
Attend client's shareholder, board and committee meetings.
Drafting and checking of minutes and matters arising for circulation.
Drafting resolutions.
Board evaluations and training.
Drafting board and committee charters.
Providing input for annual reports
Advising on corporate governance and compliance
Preparing and attending to the lodgment of all forms for Companies, Close corporations and Co-Operatives with CIPC.
Following up with CIPC to enable responses to clients with expected time frames.
Drafting correct clear and concise documents.
Dealing with local and international clients.
Properly considering the facts of each instruction and converting facts into a written document.
Checking of documents and forwarding to clients.
Corresponding with clients.
Providing correct and accurate advice to clients, with moderate input from Partner in charge of Companies Section.
Researching the relevant legal aspects covered by, or referred to, in the documents.
Handling of all general queries, including those relating to invoices, within 24 hours.
Effectively utilising diaries and timekeeping tools.
Keeping accurate records of time utilisation and time to be billed.
Generating work through service delivery to clients.
Generating fees in line with agreed budget.
Analysing systems and improving them in consultation with the Partner.
Marketing the capabilities of the Companies Section, seeking new business opportunities and exploiting these in conjunction with the Partner.
Managing individual staff members' duties and functions.
Supervising team members and ensuring the firm's standards are achieved.

Direct/indirect staff reporting (nr & position)	2 – Company Secretarial Administrators
---	--

Achievements	Grew business and developed client relationships
--------------	--

**Jun 2012 – Sep 2013    PBS Group**

Nature of Business	Capital, Property, Food and Technologies
Number of Staff	75
Turnover (approx)	+/- R1 billion per annum

Position held	<b>Executive Assistant to the CEO</b>
---------------	---------------------------------------

Reporting to (designation)	CEO
----------------------------	-----

**DUTIES AND RESPONSIBILITIES:**

Acted as an Executive Assistant to Group CEO in his daily requirements towards the Group and its Shared Services Companies.
Assisted the Group Chairman in his statutory obligations as the board of directors.
Assisted any other director to achieve their statutory requirements as delegated by the Group CEO.
Sat in and contributed effectively to Legal committee meetings including Company's debt management.
Sat in any committee meetings as per the Company's requirements.
Acted as a secondment on Company secretarial requirements in the Group.
Conducted research and development (including analysis and compliance operations) as advised by the Group CEO or the Company.
Assisted in employment contracts in terms of drafting, background checks, and reference checks as per Human Resource Management requirements.

Reason for leaving	Career growth
--------------------	---------------

**Nov 2010 – Jan 2012 Totaway (Pty) Ltd t/a Maneki**

Nature of Business	Retail
Number of Staff	30
Turnover (approx)	R5 million per annum

Position held	<b>Operations and General Store Manager</b>
---------------	---

Reporting to (designation)	Manager / Owner
----------------------------	-----------------

**DUTIES AND RESPONSIBILITIES:**

Directed and coordinated activities of businesses or departments concerned with the production, pricing, sales, or distribution of products.
Reviewed financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.
Managed staff, prepared work schedules and assigned specific duties.
Established and implemented departmental policies, goals, objectives, and procedures, conferred with board members, organization officials, and staff members as necessary.
Determined staffing requirements, and interviewed, hired and trained new employees, or oversaw those personnel processes.
Planned and directed activities such as sales promotions, coordinating with other department heads as required.

Direct/indirect staff reporting	Store staff, to Store Manager to Me to Manager / Owner
---------------------------------	--

Reason for leaving	Company moved away from wholly owned model and decided to continue on a franchise model thereby decided to make position redundant – retrenched.
--------------------	--

**Mar 2007 – Nov 2010      CB Michael Attorneys, Notaries & Conveyancers & Fresh Start Debt Counsellors**

Nature of Business	Law Firm & Debt Counselling Practice
Number of Staff	5
Turnover (approx)	R1 million

Position held	<b>Attorney &amp; Debt Counsellor</b>
---------------	---------------------------------------

Reporting to (designation)	Owner
----------------------------	-------

**DUTIES AND RESPONSIBILITIES:**

Magistrate's Court Practices (Litigation, drafted pleadings and notices, Court attendances, Executions and rescission of Judgements etc.).
High Court Practices (Litigation, drafted pleadings and notices, Court attendances, Trial preparations, Executions of Judgements etc.).
Estate planning, Wills & Testaments.
Conveyancer duties (Transfers, Subdivisions, Cessions, Endorsements, Notarial Bonds, Servitudes, Ante nuptial contracts, Sectional Titles, Lodgement etc.).
Managed Conveyancing Department / Litigation Department.
Client liaison (correspondence, consultation etc.).
Legal Costs (Bills of Cost, drafting, taxations, settlement negotiations, calculations etc.).
Legal Research.
Court attendances (represented clients, hearings, legal actions, motions etc.).
Prepared evidence and court documents.
Provided legal advice.
Reviewed debt (from inception through to court application).
Management of staff.
Prepared and filed documentation with the CIPC.
All facets relating to business ownership.

Achievements	Grew business.
--------------	----------------

Reason for leaving	Sold Business' to leave practice and enter corporate field.
--------------------	---