

# ENDINAKO NOMAVILA

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nomavilanamhla@gmail.com

Paralegal | Legal Assistant -Available Immediately

Dedicated and meticulous legal professional with experience as an Administrator and Legal Enforcement Liaison, a paralegal intern, and a legal secretary. With a strong background in legal administration, compliance enforcement, and document drafting, I am seeking a challenging role in a fast-paced legal environment. My expertise includes drafting summonses, affidavits, court motions, pleadings, and legal correspondence, ensuring adherence to Section 13A of the Pension Funds Act and Labour Relations Act, and managing case files with precision. I am highly skilled in legal research, case management, and client engagement, with certified training in Ghost Practice. Passionate about ensuring smooth legal operations, I am committed to upholding the highest ethical standards while supporting legal professionals in achieving optimal client outcomes..

## EXPERIENCE

**AUG 2025 – PRESENT**

**REMOTE PARALEGAL**, HAMMER LAW PLLC (U.S BASED LAW FIRM)

AS A LEGAL ASSISTANT AT HAMMER LAW PLLC (REMOTE, U.S.), I MANAGE CLIENT INTAKE FROM INITIAL CONTACT THROUGH ONBOARDING, INCLUDING SENDING INTAKE EMAILS AND DOCUSIGN PACKAGES FOR ELECTRONIC SIGNATURES. I DRAFT AND PREPARE NOTICE LETTERS AND CORRESPONDENCE, SCHEDULE AND COORDINATE CLIENT MEETINGS, HEARINGS, AND APPOINTMENTS, AND OVERSEE CALENDAR AND EMAIL MANAGEMENT TO ENSURE DEADLINES ARE MET. I WORK EXTENSIVELY WITH **CLIO** AS A CASE AND CLIENT MANAGEMENT TOOL, WHILE ALSO USING ASANA, CALENDLY, MICROSOFT TEAMS, SLACK, AND EXCEL TO TRACK TASKS, ORGANIZE WORKFLOWS, AND SUPPORT ATTORNEYS IN CASE PREPARATION, BILLING, AND REPORTING WITHIN A FULLY REMOTE ENVIRONMENT.

**JAN 2023 – AUG 2025**

**ADMINISTRATOR AND LEGAL ENFORCEMENT LIASON**, SOONDER INCORPORATED

Ensuring adherence to Section 13A of the Pension Funds Act and Part C, Sections 27 and 28 of the Labour Relations Act. Engaging with clients to facilitate compliance with legal requirements and resolve issues efficiently. Managing and organizing documentation, including filing and processing invoices. Skilled in using Ghost Practice for legal practice management, with certified training. Drafting and sending Letters of Demand and Acknowledgment of Debt documents to enforce legal obligations. Efficiently handling legal documents and ensuring proper filing and retrieval systems. Drafting legal documents, including summonses, affidavits, court motions, pleadings, and other litigation-related documents in preparation for court proceedings and to provide corresponding Attorney and Advocates with same.

**JAN 2019 – DEC 2022**

**LEGAL SECRETARY, SH HLOTWA ATTORNEYS**

Legal document preparation and management. Administrative and scheduling for senior partners. Coordinated conferences and meetings between attorneys and current and prospective clients. Maintained firm's master calendar. Open new files and maintain organized records for ongoing cases. Communicate messages, urgent faxes, and other important communication to the director and associates promptly. Provide written instructions to the accounts department for payments to counsel, agents, settlement amounts, and costs.

**JAN 2011 – DEC 2018**

**ADMIN CLERK, IGNITION GROUP**

Organizing, classifying, and indexing documents for easy retrieval. Input data into computer systems, ensuring accuracy and completeness. Assist with scheduling appointments, meetings, and events. Maintaining inventory and ensure adequate stock levels. Ensure files are organized, properly labelled, and easily accessible. Provide administrative support during meetings, including taking minutes, preparing agendas, and distributing materials. Handle sensitive information with utmost confidentiality and adhere to data protection regulations.

## **EDUCATION**

**DIPLOMA LAW, UNIVERSITY OF SOUTH AFRICA**

**NATIONAL SENIOR CERTIFICATE(MATRIC), BOSHOF HIGH SCHOOL**

Mathematics, Accounting, Business Studies, Computer AT, English HL, Afrikaans FAL, LO

**120 HOUR TESOL CERTIFICATE**

**Teaching English to Speakers of Other Languages**

**3 Ghost Practice Certificates Completed**

## **SKILLS**

- Legal Research
- Sound interpersonal skills
- Honesty and integrity
- Flexibility to work extended hours, weekends, and shifts
- Legal Software and Microsoft Office Suite
- Ghost Practice
- Teamwork
- Legal writing
- Document and Data Management
- Good written and verbal communication
- Adaptability to environmental factors
- Client interaction
- Debt collection
- Case lines and Court Online

## **LANGUAGES**

English  
Xhosa  
Zulu  
Tswana  
Sotho  
Afrikaans

## **REFERENCES**

Available upon request