

PROFILE

Organized, dedicated, innovative, diligent, task driven, resilient, and ambitious budding professional with excellent attention to detail, and a thirst for learning. The above is attributed to having a strong work ethic which has on numerous occasions allowed me to hold myself and those around me to a high standard. This has shaped me into a legal and compliance professional who not only works well with others but also works well under pressure. I regard this to be an asset to my employer, because I am someone who multi-tasks well and can contribute positively to any task at hand by streamlining processes and improving set targets, while accelerating growth

EXPERIENCE

VIRTUAL EXPERIENCE PROGRAM STUDENT

BOWMANS

January 2021

TASKS COMPLETED INCLUDE: **General Finance:** Security in a loan facility. **Mergers and Acquisitions:** Electronic signatures in South Africa. **Employment:** Retrenchment proceedings in terms of section 189A of the South African Labour Relations Act 66 of 1995. **Litigation:** Initiating proceedings, understanding the rationale behind court documents and scheduling timelines. **Competition:** Drafting a memorandum giving competition law advice for a potential merge.

LEGAL AND COMPLIANCE INTERN

MEDTRONIC

November 2022 – Present

My duties include but are not limited to giving support to the Principal Legal Counsel and Senior Compliance Specialist in terms of legal research, statutory interpretation and contract and document management in preparation for all legal matters relating to Medtronic. Administrative support, including database and file management, drafting, reviewing, vetting, transcribing, and proofreading legal documents. Advising on legal matters and making sound decisions. Taking minutes in the Local Compliance Committee meetings. Analyzing data sets and case studies to identify trends and gaps, escalate exceptions and recommend corrective measures to mitigate potential risks and ensure an appropriate risk profile for the relevant business units. Assisting in the development and monitoring of compliance related reports to ensure business units and management understand and take appropriate action on inherent risks and understand the impact of the decisions made to mitigate the risk. Training sales representatives and new hires on compliance trends, systems, updates, and legislative requirements to mitigate risk. Supporting the implementation of new corporate governance processes; policies and systems that add value to Medtronic from an ethics and compliance perspective. Regulating Health Care Professional engagement using the Business Conduct Standards, MedTech and SAMED codes. Implementing measures and a privacy governance framework to manage data use in compliance with legislation including developing templates for data collection and assisting with data mapping.

SKILLS

- General knowledge of corporate and commercial law, contract management, data privacy and regulatory compliance and reporting
- Reasonable experience in corporate commercial matters
- Strong legal research and statutory interpretation skills
- Demonstrated ability to provide legal advice and exercise sound legal judgment
- Demonstrated experience in dealing with or advising on organizational legal compliance issues including commercial and contract related matters
- Up to date knowledge and experience of corporate governance including policy development and implement systems and frameworks
- Demonstrated experience in giving compliance training
- Proven ability to engage and influence a diverse group of stakeholders
- Well-developed conceptual, analytical and problem-solving skills with strong commercial judgement, negotiation skills and decision-making ability
- Computer literacy (Microsoft Word, Outlook, Excel, PowerPoint & OneNote)
- Strong attention to detail,
- Team player, ability to multi-task, excellent verbal and written communication skills, excellent time management skills, solution driven, critical thinking and data analysis skills and excellent at adapting quickly to different situations
- Listening, summarizing, and further developing ideas received from others
- Pro-active and committed to delivery
- Showing confidence, maturity, integrity, high energy levels and enthusiasm

EDUCATION

2017-2019 – UNIVERSITY OF PRETORIA

BACHELOR OF ARTS, LAW

2019-2021 – UNIVERSITY OF PRETORIA

BACHELOR OF LAWS

REFERENCES

Jana Ruppig

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