

S'THANDWA CHARMINE SIBONGILE MTHETHWA

CONTACT

179 Buttery Road, Larissa Mews,
Durban North (South Africa)
+27 76 404 6696
Sthandwamthethwa85@gmail.com

LANGUAGE

English (Native Speaker)

EDUCATION

**UNIVERSITY OF SOUTH AFRICA
(UNISA) • 2020**

Law (LLB)

NQF Level 8

**LAW SOCIETY OF SOUTH
AFRICA • DECEMBER 2022**

Practical Lega Training

**ALTRON BYTES PEOPLE
SOLUTION) • 2018**

National Certificate in Information
Technology: End User Computing
Certificate

NQF Level 3

RIDGE PARK COLLEGE • 2013

Grade 12 (Matric Certification)

PROFILE

Self-motivated Virtual Legal Assistant with Candidate Attorney experience, specializing in California probate administration. Disciplined and adaptable, I quickly mastered new systems, managed sensitive client matters with compassion, and tracked complex deadlines with precision. A disciplined independent worker who requires minimal supervision, I am equally effective in team collaborations. With excellent written and verbal communication skills and a sharp problem-solving mindset, I deliver accurate, court-ready documents while maintaining organized digital files and clear communication across all levels. Passionate about efficiency and results.

EXPERIENCE

LAW FIRM VIA JOBDUCK • JUNE 2025 - PRESENT

Virtual Legal Assistant – California

Prepare and file comprehensive probate documents including Petitions for Probate, Notices of Hearing, Orders, Inventories and Appraisals, and Petitions for Final Distribution, while drafting accurate legal correspondence and court documents in full compliance with California probate requirements. I format and proofread all materials to ensure court-ready presentation and e-file documents with the Los Angeles Superior Court strictly following local rules and procedures. I meticulously track filing deadlines, court hearing dates, and statutory timeframes to maintain an organized case calendar, ensuring all documents meet formatting and content requirements before submission. Serving as a compassionate point of contact for executors and beneficiaries, I gather necessary documentation such as death certificates and wills, explain probate steps and requirements in accessible, reassuring language, and maintain professional communication throughout emotionally sensitive situations. Additionally, I organize and maintain digital case files using cloud-based systems, coordinate with financial institutions, appraisers, and real estate professionals, and assist with full estate administration including creditor claims and asset distribution.

CANDIDATE ATTORNEY • NOVEMBER 2022 – MARCH 2025

Sifundo Muthwa Attorneys & Conveyancers – Durban, South Africa

Attended client consultations and meetings, drafted legal documents and Wills, and managed client files from opening to finalization while reporting regularly to the principal on all file-related matters. Handled

KEY SKILLS

Legal writing
Virtual Legal Support
Remote Case Management
Self-Disciplined & Autonomy
Digital Communicator
Client- Centered Approach
Legal Drafting and Compliance
Estate Administration
Problem- Solving & Decision- Making
Adaptability
Organizational Excellence
Team Collaboration

AVAILABILITY •

Time zone flexible: Available to work across various regions, accommodating client and court schedules in different time zones.

full estate administration including completing Inventories and Death Notices, reporting estates to SARS, the Master of the High Court, banks, and insurance companies, placing Section 29 and Section 35 adverts, collecting funds, and attending to claims against estates. Drafted and lodged Liquidation and Distribution Accounts, prepared cash statements and reconciliations for clients, managed client billing, and maintained monthly client communication to ensure expectations were met throughout the process.

CONSULTANT-PRODUCT SUPPORT • SEPTEMBER 2020 – MARCH 2021

Altron Bytes People Solutions (Learning Solutions) – Remote Position – (working in UK Hours)

Collaborated with Oracle User Adoption Services to develop and deploy Guided Learning Processes on Oracle Cloud products, building and testing new guides while conducting virtual User Acceptance Testing. Processed feedback addressed logged queries, and enabled Role Mapping, Display Groups, and Themes. Translated and published guides, performed Service Maintenance Schedule check-ins, updated testing documents, and prepared weekly status reports in line with project plans. Additionally, managed the reception area, attended to visitors, and answered phones professionally while routing calls as necessary. Booked delegates for training and exams on the in-house booking system, liaised with clients to resolve booking queries, and handled rescheduling promptly. Ensured all walk-in, telephonic, and email-based customer queries were resolved timeously and efficiently. Maintained organized filing systems, managed general clerical tasks, and provided administrative support to ensure smooth daily operations.

ADMINISTRATOR • SEPTEMBER 2018 – AUGUST 2020

Altron Bytes People Solutions (Learning Solutions) – Umhlanga Rocks, South Africa

Managed the reception area, attended to visitors, and answered phones professionally while routing calls as necessary. Booked delegates for training and exams on the in-house booking system, liaised with clients to resolve booking queries, and handled rescheduling promptly. Ensured all walk-in, telephonic, and email-based customer queries were resolved timeously and efficiently. Maintained organized filing systems, managed general clerical tasks, and provided administrative support to ensure smooth daily operations. Proficient in document management, data entry, records keeping, calendar management, office correspondence, and client relations, with strong attention to detail and the ability to multitask in a fast-paced environment.