



LIZELLE SMITH



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PROFESSIONAL PROFILE

Lizelle Smith is a Conveyancing Secretary and forms part of the real estate department at the firm. She joined the firm in 2020 and has been in the legal profession since 2001.

Lizelle is a qualified Paralegal who completed her diploma at Intec College in the year 2005.

From her arrival at the firm, Lizelle has been very hands-on and has been involved in various property transfers while providing excellent service with a smile. As a paralegal, Lizelle is professional, friendly, and mindful of all her clients.

Her extensive experience includes:

- Administrative duties.
- Bond registrations and cancellations;
- Deceased Estates;
- Drafting;
- Property transfers;
- Property finance procedure with the banks; and
- Research.

Further to her 20 years of experience, Lizelle has also gained knowledge and experience in the administration of deceased estates, litigation as well third party matters.

Lizelle is very family orientated and enjoys being around her loved ones during her downtime. Lizelle also enjoys outdoor activities and takes pride in her sport achievements such as obtaining her provincial and national colours in Netball.

QUALIFICATIONS

- Paralegal Diploma
- Junior Conveyancing Typist Certificate
- Legal Perfect Training Certificate
- Ghost Convey Training Certificate
- Ghost Practice Fee Earner One & Two Certificate