

Abby Teeuwsen

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Education

Redeemer University Bachelor of Arts

Degree (2017-2021)

- Major in Psychology
- Major in Music

Skills/Certifications

- G Suite
- Microsoft Office
- First Aid Certified
- Presidential Scholarship Recipient
- Dean's Honour List Student

Work Experience

Teacher's/Department Assistant (Music) - Redeemer University (2017-present)

- Exhibited reliability in proctoring exams, grading tests, administering tours for prospective students, and answering phone calls and emails for chair of the department.
- Routinely displayed ability to multitask in a fast paced environment, problem solve, and adapt to regularly changing demands while assisting various departmental demands.
- Displayed precise organizational skills in administration for concert choir and jazz ensemble, planning and preparation for seasonal concerts, and planning the annual concert choir tour.

Verger/Maintenance - St. John's Anglican Church (Summer 2019-20)

- Regularly showed detail-oriented attention in cleaning and maintaining multiple church buildings for various weekly use and regular Sunday services.
- Created interpersonal skills with the community when maintaining graveyards and property throughout the Summer for church use and Ancaster Farmers Market.

Florist & Cash Clerk - Fortinos (2015-2020)

- Dealt with customer satisfaction through designing arrangements, presentation bouquets, corsages, and boutonnieres for weddings, funerals, and other events.
- Took customer orders and phone deliveries, ran the cash register, took inventory, priced products, and dealt with supplier deliveries.
- Utilized interpersonal skills and efficient communication within the department, customers, and suppliers in order to complete all orders and satisfy customers.

Office Assistant - Iverson EarthWorks (Summer 2013-2015)

- Communicated phone orders and relayed instructions to drivers.
- Applied organizational skills to create a company file system, and deal with all account billing and finances.
- Worked with and drove machinery including a backhoe and dump trucks

Volunteer Experience

Orientation Leader - Redeemer University (Summer 2018-2020)

- Served alongside Student Life, Resident Advisors, and various University staff in organizing and developing welcome week activities.
- Through executing various activities, answering student questions, and helping students through their orientation experience, I contributed to the welcoming environment in Redeemer University's freshman orientation.

Experiential Learning & Careers Ambassador - Redeemer University (2019-2020)

- Organized and facilitated various endeavours by CELC within the academic year, including showcases, job fairs and resume workshops within the institution.
- Assisted fellow students with questions regarding co-operative education, internships, and various career opportunities.

Camp Leader - Redeemer University (2012-2014)

- Helped run, facilitate, and lead Redeemer University's highly Summer Sports Camp.
- Including various indoor/outdoor sports and activities, water games, and character-building lessons ranging from ages 3-13.

Administrative Assistant Volunteer - Gregory School of Exceptional Learning (2008-2011)

- Volunteered for numerous tasks to help run The Gregory School for Exceptional Learning.
- Including interacting and motivating students in games, sports, and activities, physical and mental exercises for various kinds of special needs children.