



ELIZABETH A. DE DREU

Administrative Assistant | Tech Support | Naval Communicator | Law Clerk

An active, intelligent, and determined individual with a love of learning, technology, and new experiences, seeking to learn from current staff and offer administrative, customer service, technological, and other experiences and skills to future positional opportunities in organizations of various fields. Known for strength of character and extensive volunteer experience, with supplementary skill in financial interactions, client communications, and administration as well as a desire to serve.

CONTACT

 226-342-9342
 ededreu02@gmail.com
 Belmont, Ontario
Ancaster, Ontario

SKILLS

Office 365
First Aid
Efficiency
Organization
Adaptability
Creativity
Critical Thinking
Attention to Detail
Quick Learning

AWARDS

Governor General's Award
Religious Studies Award
Scholastic Award
Science Award
Yearly Honour Roll

EDUCATION

Mathematics (Honours) B.Sc.
Redeemer University
September 2021—Present

Ontario Secondary School Diploma
& Oxford Reformed Christian School Diploma
Oxford Reformed Christian School
2016-2020

EXPERIENCE

IT Help Desk Team Student Employee
Redeemer University
September 2021—Present

- ◆ Provide students, professors, and staff with technical support for password reset issues, projector setup, Office 365 application installation, printer connection, and online program access

Reserves Naval Communicator
Canadian Armed Forces | HMCS Prevost | London, Ontario
March 29, 2021—Present

- ◆ Completed the Basic Military Qualifications Course, learning to work in a high stress environment, meet tight timelines, work as part of a team, develop communication skills, strengthen leadership skills, pay attention to detail, and improve physical and mental resilience
- ◆ Learn to establish and maintain communications through computer networking, radio communication control systems, satellite communications, visual communications, computer-based processing networks, and other various communication methods

VOLUNTEERING

Bethel URC Aylmer
Aylmer, Ontario
January 2021—August 2021
Secretary to the Young Peoples Group

Peacekeeper Park
Belmont, Ontario
2014—2020
Completed various maintenance tasks

Bethel URC Aylmer
Aylmer, Ontario
Summers 2015—2019
Assisted with the Vacation Bible School Programs

Springfield Public Library
Springfield, Ontario
2016—2019
Assisted running various children's reading programs

ORCS Yearbook Committee
Mount Elgin, Ontario
2016—2017
Compiled and organized pictures in the yearbook

INTERESTS

Cross-Country Running

Reading

Volleyball

Soccer

Piano

Organ

Chess

EXPERIENCE continued

Administrative Assistant & Law Clerk
Mandryk, Morgan & Vervaeke Associates at Law | Tillsonburg, ON
September 8, 2020—August 6, 2021

- ♦ *Answered phones, replied to emails, interacted with clients, and scheduled appointments*
- ♦ *Handled cash, debit card, credit card, and cheque payments*
- ♦ *Conducted bank transactions and created invoices*
- ♦ *Used various computer applications including Office 365, updated and reformatted the legal documentation used for will files, and reorganized various computer and physical filing systems*
- ♦ *Filed, created, and managed all will files by drawing up wills, powers of attorney, marriage contracts, and codicils*

Retail Worker
Produce Express | Woodstock, Ontario
June 2020-September 2020

- ♦ *Worked in a fast-paced environment independently and as part of a team, focusing on efficiency and quality*
- ♦ *Inspected products for freshness, packaged various fruits and vegetables, and delivered packaged products to customers*

Co-op Student
Mandryk, Morgan & Vervaeke Associates at Law | Tillsonburg, ON
February 2020—March 2020

- ♦ *Completed various office tasks including filing documents, assisting clients, and using various computer applications*

On Call Cleaning Services
Graceview Enterprises Inc. | Belmont, Ontario
Fall 2019-Spring 2020

- ♦ *Completed cleaning duties such as vacuuming, dusting, washing vehicles, mopping floors, etc.*

Field Worker
De Dreu Farms | Mount Elgin, Ontario
Summer of 2018 & March—April 2020

- ♦ *Replanted, hand harvested, cleaned, weighed, and boxed different varieties of cabbage, broccoli, and kale in all weather conditions*

Assistant Corn Breeder
De Dell Seeds | Melbourne, Ontario
Summers 2016-2019

- ♦ *Responsible for the controlled pollination of different corn inbreds and hybrids for research purposes*