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## Elizabeth Smyj

Office Administrative Assistant

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### *Education*

- **Humber College, Toronto, Ontario**
  - Legal Assistant Diploma, 2003

### **Overview**

Elizabeth has over 15 years of legal administrative experience with boutique law firms. She is the first point of contact for our clients. She handles incoming communications with clients, including telephone calls, emails and written correspondence and performs a wide variety of office functions. She is always available to respond to your needs in a friendly and helpful manner.