

LOBO

SANDRO A. LÉCUYER



FACILITATOR

CONTACT



613-790-8668



sandrolobo@protonmail.com



Ottawa, ON, Canada



sandrolobo.com

EDUCATION

Honours in Political Science

University of Ottawa, Canada
JUNE 2023

- Graduated with Distinction
- Received University of Ottawa Merit Scholarship

SKILLS

- Office 365
- Adobe Creative Suite
- HTML
- CSS
- JavaScript
- Git

LANGUAGES

- English
- French
- Portuguese
- Korean

PROFILE

Versatile professional with a strong background in education, administration, and customer service. Proven ability to develop and deliver effective training programs, manage complex projects, and provide exceptional support. Skilled in technology, communication, and organization. Seeking a challenging role to leverage my diverse skill set. Committed to utilizing my skills to further the mission of a company.

EXPERIENCE

○ Property Manager, Portugal

September 2024 to December 2024

- Oversaw the day-to-day operations of multiple properties, including maintenance and guest communication.
- Maximized rental income through effective pricing strategies and marketing.
- Provided exceptional customer service to guests, ensuring positive reviews and repeat business.

○ Instructor/Trainer, South Korea

Creverse: August 2023 to September 2024

- Developed and delivered engaging lesson plans for diverse student populations.
- Administered quizzes and evaluated student progress to inform instructional adjustments.
- Managed administrative tasks, including record-keeping and data analysis.
- Conducted Train-the-Trainer sessions to onboard new instructors.

○ Medical Receptionist, Canada

The Ottawa Medical Group: March 2023 to July 2023

- Managed patient appointments, referrals, and results within an automated system.
- Greeted patients, handled inbound inquiries, and maintained patient files.

○ Technician, Canada

Itplanit: February 2016 to March 2018

- Prepared and delivered computer images (ISOs) for training purposes.
- Set up and maintained classrooms for technology-related courses.
- Provided technical support and troubleshooting for students.
- Assisted with MCAT exam administration and preparation.