LOBO
SANDRO A. LÉCUYER

FACILITATOR

CONTACT

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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

Certifications

- Responsive Web Design
  - FCC

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 Current

- 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.