

# Oshin Vijayvargiya

Peterborough, Ontario, Canada

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## EDUCATION

### Trent University

Peterborough, Ontario, Canada

Bachelor of Business Administration, Specialization in Marketing,  
Minor in Economics

2023-Present

## HIGHLIGHTS OF QUALIFICATIONS

**Technical Skills:** Proficient in Microsoft Office Suite, Canva, Adobe Photoshop.

**Leadership & Teamwork:** Organized campus events, collaborated with teams, and engaged with students.

**Communication & Student Relations:** Strong verbal/written skills; experience in frontline student support.

**Time & Project Management:** Balanced leadership roles, academics, and work efficiently.

**Problem-Solving & Critical Thinking:** Adaptable in dynamic environments; skilled in resolving concerns.

## WORK & LEADERSHIP EXPERIENCE

### Trent University

Peterborough, ON

Orientation Week Leader & Fall Open House Volunteer

September 2024 - November 2024

- Served as a key point of contact for new students, offering guidance on academics, student resources, and campus life.
- Assisted in planning and executing orientation events, fostering an inclusive and welcoming atmosphere.
- Provided frontline support, answering inquiries via phone, email, and in-person interactions with students, faculty, and community members.
- Developed problem-solving and active listening skills while addressing student concerns and making appropriate referrals.
- Strengthened professional communication and teamwork abilities in a fast-paced, service-oriented role.

### Champlain College, Trent University

Peterborough, ON

Athletic Representative

September 2023 – April 2024

- Designed and coordinated sports and recreational events to foster student engagement and build a sense of community.
- Collaborated with college staff, student leaders, and external partners to execute successful programming.
- Developed strong organizational and teamwork skills by managing event logistics and problem-solving in real time.
- Provided frontline support to students, ensuring inclusivity and accessibility in all events.

### Diligent Property Management

Peterborough, ON

Marketing Intern

September 2023 - December 2023

- Managed branding campaigns across print, video, web, and social media, ensuring consistent messaging.
- Designed and implemented marketing strategies to enhance brand visibility and attract new clients.
- Developed promotional materials using Canva and other digital tools, strengthening creative and technical skills.
- Utilized customer service skills to communicate effectively with clients, addressing inquiries professionally.