

RITA SOBAYO

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SUMMARY OF QUALIFICATIONS.

- I possess strong leadership, team collaboration, and mentorship skills and experience in fostering a positive and inclusive environment.
 - I have a solid business administration and information systems foundation, with practical experience in strategic planning and stakeholder engagement.
 - I am experienced in conflict resolution, team performance evaluation, and policy enforcement, which are essential for fostering a cohesive work culture.
 - I am skilled in conducting training sessions and workshops to enhance team development and satisfaction.
 - I am proficient in data analysis, process improvement, and strategic problem-solving, ensuring effective decision-making.
 - I am experienced in creating content and developing visuals with a focus on.
 - delivering impactful presentations and marketing materials.
 - Strong organizational and time management abilities, with a proven track record of handling responsibilities efficiently.
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EDUCATION

Trent University, Peterborough, Ontario.
(September 2022- Present).

Bachelors of Science (Honors) in Business Administration and Information Systems.

- Relevant Coursework: Data Analysis, Operations Research, Statistics, Financial Management, Strategic Business Planning.

Extracurricular Activities:

Member of Trent Business Student Association (TBSA), Rotaract Ptbo, Trent African and Caribbean Student Union (TACSU).

EXPERIENCE

Orientation Week Leader(Volunteer)| Trent University
(September 2024)

- Led and mentored new students during orientation week, fostering a welcoming and engaging environment.
- Coordinated activities and provided guidance on university resources and campus life.
- Worked with the staff and other leaders to ensure all our events were done well and were on schedule.
- Developed a positive and nurturing atmosphere where all students felt welcome and supported in their first week at Trent University.

Women's Day Facilitator (Volunteer)| Kawartha World Issues Centre
(March 2024)

- Assisted in organizing and coordinating the International Women's Day event, ensuring a smooth flow of activities.
- Facilitated discussions and ran workshops to create a positive environment for all participants.

- Worked with event team members to establish a welcoming and inclusive environment for guests.
- Helped with promotional content for materials such as social media posts to increase event attendance.
- Assisted outreach efforts to the community encouraging attendance and awareness of an event.

SKILLS

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| ● Team Building | ● Attention to Detail |
| ● Leadership and Mentorship ability | ● Creativity |
| ● Team Collaboration | ● Strategic Thinking |
| ● Time Management | ● Effective Communication |
| ● Problem-solving | ● Proficient in Microsoft Word |
| ● Conflict Resolution | ● Proficient in Microsoft Powerpoint |