

Sandro Lobo

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Experience

INSTRUCTOR, CREVERSE

AUG 2023 – Present

As an instructor, I prepare lesson plans and deliver training to a range of students of all levels and ages. I oversee quiz activities and handle administrative tasks. This involves administering quizzes to evaluate student progress, managing records, and analyzing assessment data to enhance teaching methods. My role encompasses both instructional and administrative responsibilities, ensuring a well-organized and effective learning environment. In my role, I develop innovative and unique lesson plans for multiple classes for students at different levels of English proficiency. I organize my lessons to encourage students to communicate in English. I also deliver in-person and online Train-the-Trainer sessions for onboarding new teachers to the company.

MEDICAL RECEPTION, The Ottawa Medical Group

MARCH 2023 – JUNE 2023

I was tasked with managing the patient load for 4 specialists. Scheduling appointments, uploading results, and referrals into an automated system. Managing inbound faxes, greeting patients, and charting patient files.

TECHNICIAN, ITPLANIT

FEBRUARY 2016 – MARCH 2018

I was tasked with building computer images (ISOs) for the delivery of training. With these images, I set up the classrooms for all technology-related courses, including Microsoft, Java and Oracle training. After each setup, I tested all systems for quality assurance. These setups ensured that each student had access to their respective labs and theory. In addition to classroom setups, I cleaned the learning center, including desks, monitors, keyboards, mice, and workstations. I was also tasked with updating some of the company's web pages, particularly, updating dates for training announcements and testing sessions. I setup the workstations for the delivery of MCAT exams. Additionally, I was tasked with preparing all cameras throughout the testing. On the MCAT delivery dates, I also administered the entry and exams for MCAT candidates.

KEYHOLDER, HOUSE OF BARONS

MAY 2012 – SEPTEMBER 2018

I was entrusted with the key to open and close the store. My primary role was to work at the reception desk where I greeted clients, confirmed appointments, and managed the POS system. At the end of the days, I reported sales to management via email and letter. In addition to my role as receptionist, I was tasked with the maintenance of the barbershop. In this role, I swept, washed, polished the floors, and maintained the inventory. I was also tasked with selling products and services to clients. When the opportunity presented itself, I washed and styled clients' hair. After work hours, I attended business planning sessions and worked on graphic design for the company's website.

Education

HONOURS IN POLITICAL SCIENCE, *UNIVERSITY OF OTTAWA*

JUNE 2023

I received a University of Ottawa Merit Scholarship as a recognition of my accomplishments at University of Ottawa during the fall term of 2020. Graduated Cum Laude.

HONOURS GRADUATION, *ÉCOLE SECONDAIRE CATHOLIQUE GARNEAU*

MAY 2018

I received a University of Ottawa Admission Scholarship as a recognition of my accomplishments and high grades throughout High School.

Skills

Teaching

Communication

Organization

Problem-solving

Languages: English, French: Fluent, Portuguese: Intermediate, Japanese: Basic, Korean: Basic

Software: PowerPoint, Word, Photoshop, GIMP, Premiere Pro, Excel, SharePoint

Interests: Reading (Politics, Technology), Technology, Cooking, Sports, Languages