

# LOBO

# SANDRO A. LÉCUYER

FACILITATOR



## CONTACT



613-323-4676



[sandrolobo@protonmail.com](mailto:sandrolobo@protonmail.com)



Ottawa, ON, Canada



[sandrolobo.com](https://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

## 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.

LOBO

**SANDRO A. LÉCUYER**

FACILITATOR



**EDWARD R. GOOD**

12, Jan

Post, Position  
Company Name  
Address

**Dear Sir/Madam,**

Hello sir, I am George. Maecenas efficitur orci orci, elementum pretium augue lobortis sed. Cras iaculis lorem nec quam tristique tristique. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed mi leo, pulvinar non aliquet ut, mollis sed ligula. Mauris velit magna, mattis nec ultrices ut, ornare in neque. Nulla facilisi. Mauris nec maximus erat, vitae tempus erat. Maecenas id purus in ligula eleifend ultricies ac sed ex. Sed id placerat nisl.

Morbi sit amet ex venenatis, dapibus quam eget, porta dui. Sed porta interdum hendrerit. Integer elit enim, aliquam eu varius eu, sodales sed ex. Morbi ut ligula et velit blandit luctus. Mauris iaculis non ex ac fringilla. Donec dignissim sodales sem a ultricies. Donec tristique posuere mauris nec euismod. Vestibulum dictum condimentum nisl, quis fringilla elit placerat malesuada.

Cras et tortor arcu. Ut commodo eget urna vitae vehicula. Nunc vel facilisis urna. Pellentesque non posuere tortor. Nulla dapibus viverra velit, vel ultricies leo finibus in. Morbi congue diam vitae ligula dapibus vestibulum. Proin eros nulla, malesuada vel accumsan non, consequat eu urna. Nulla sit amet elit ipsum. Aliquam erat volutpat.

Sincerely Yours

*George S*

George S.