



## Contact

### Phone

(438) 874-8012

### Email

natalia.sadhwani@mail.utoronto.ca

## Education

2018-2023

### High School

Shattuck-St. Mary's Forest City  
International School, Malaysia

Graduated with Honors, CGPA: 4.13

2023-2027 (anticipated graduation)

### Bachelor of Arts

(Specializing in Digital  
Enterprise Management)

University of Toronto Mississauga  
CGPA: 3.75

## Skills

- Leadership
- Interpersonal & Communication
- Team Work
- Efficiency and Problem Solving
- Organization
- Graphic/Website Design
- Social Media Marketing

## References

### Lianne Dominguez

Secondary School Principal & Directory of  
College Counselling, SSMFC

Email: lianne.dominguez@ssm-fc.org

### Michael Dives

High School Teacher & Residential Life  
Director, SSMFC

Email: michael.dives@ssm-fc.org

# Natalia Gabrielle Sadhwani

An ambitious, hard working first year student and student leader with excellent academic records, analytical skills, and demonstrated commitment, pursuing a four-year degree in CCIT at The University of Toronto. Ready to utilize my strong organizational abilities with proven success managing multiple projects and initiatives. A well-rounded and professional team player dedicated to utilizing skills and passion for business, media, and culture, to continue academic pursuits at a collegiate level.

## Experience

2024-

### Hub Hello Desk Assistant, UTM Student Services Hub

Work as an assistant at the Hub Hello Desk, assisting UTM students to understand and make use of the available student services. Hone my communication and interpersonal skills by providing information to students on how to access workshops, appointments, events, and resources while respecting their lived experiences.

2022 - 2023

### Driftwood House, Airbnb Superhost Assistant

Worked two summers as an assistant for 4 Airbnb units in Old Orchard Beach, Maine. Worked with owner to coordinate booking and cleaning schedules, assist in weekly cleanings, and check-ins and check-outs. Used prior knowledge of marketing and video production to produce marketing content for the business' facebook.

2022 - 2023

### SSM School Spirit Shop, Internship/Founder

Took my passion for business and design to intern with my school's business office and launch a Spirit Shop for merchandise. Took online courses on business management, marketing, and design to build the school's brand. Pioneered a group of younger students that I could mentor to promote sustainability of the organization. Developed product marketing and design skills.

2022 - 2023

### Shattuck Student News, Co-founder / Deputy Editor

Co-founded a student news group, co-produced and broadcasted monthly news episodes, and edited and published weekly student articles. Developed skills in website design, video production, and mastered speech writing and presentation skills. Provided weekly workshops for younger students to learn writing and speaking skills.

2020 - 2023

### Natalia's Creations

Opened my small pastry business from home, selling children's birthday cakes and cupcakes catering to community parties and events. Taught me the value of time management, accounting, and business etiquette. Learned to work with programs like excel to manage my production and social media for marketing and communications.

2018 - 2023

### SSM School Student Ambassador

Student ambassador for the admissions and student recruitment department. I engaged with potential families, touring interested students and parents around campus and giving them insight into the school. Apart of multiple open days, volunteering at parent workshops and facilitating student workshops. Improved interpersonal and communication skills.

2018 - 2023

### Junior Leadership Team, Founder

Pioneered a group of student leaders in organizing school events, fundraisers, and campaigns, to create traditions and build school culture. Planned and scheduled weekly meetings, coordinated team agendas, trained and mentored young students, and worked with local organizations, event planners, and other schools.

2018 - 2023

### Yearbook Publications Team, Founder

Founded the Yearbook Publications Team with over 8 members each year, successfully producing yearbooks and newsletters. Developed communication and organizational skills with school community, mastered the use of design programs such as Canva, Procreate, and Adobe Illustrator, and built partnerships with outside companies and photographers.