

Gustavo Ferreira Comonian

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HIGHLIGHTS OF QUALIFICATIONS

- Admin & Customer Service Professional:** 6+ years supporting teams, coordinating operations, and delivering service excellence.
- Effective Communicator:** skilled in responding to inquiries, resolving concerns, and engaging diverse audiences.
- Organized & Detail-Oriented:** experience managing priorities, maintaining records, and meeting deadlines.
- Technically Proficient:** Microsoft Office, databases, digital platforms, and IT troubleshooting.
- Reliable Team Player:** with initiative, accountability, and a positive, service-oriented approach.
- Bilingual:** Fluent in English and Portuguese, with basic knowledge of French and Spanish.
- First Aid & CPR/AED:** Level C Certified (Canadian Red Cross).

EDUCATION

- **Business - International Business** | Niagara College - ON, Canada (May 2023 - Dec 2024)
Earned Honours College Diploma
- **Journalism A.S.** | SUNY Westchester Community College - NY, USA (Sep 2014 - Apr 2016)
Completed Associate's Degree in Journalism
- **Information Technology** | ETEC Marcos Uchôas - SP, Brazil (Jan 2007 - Apr 2009)
Obtained IT Technician Certificate

WORK EXPERIENCE

- **International Student Engagement Assistant** | Niagara College - Welland, ON (Feb 2025 - Nov 2025)
Coordinated orientations, events, and logistics to support student engagement and campus operations.
Maintained communication with students, promoting participation and fostering an inclusive campus environment.
- **Retail Sales Associate** | Boathouse Outlet - Niagara-on-the-Lake, ON (May 2023 - Mar 2025)
Delivered front-line customer service, assisting with inquiries, transactions, and product selection.
Maintained accurate inventory knowledge and supported daily operations in a fast-paced environment.
- **International Student Assistant** | Niagara College - Niagara-on-the-Lake, ON (Aug 2023 - Jan 2025)
Served as first point of contact, responding to inquiries and directing students to services.
Supported administrative processes, orientation, and events to improve student transition and engagement.
- **Social Media Ambassador** | Niagara College - Niagara-on-the-Lake, ON (Jan 2024 - Dec 2024)
Created and managed digital content to support communications, events, and student engagement initiatives.
Monitored platforms and responded to inquiries, ensuring consistent messaging and timely communication.
- **Fitness Centre Attendant** | Niagara College - Niagara-on-the-Lake, ON (Sep 2023 - Dec 2024)
Provided front-line service, ensuring compliance with AODA standards and safety procedures.
Handled inquiries, monitored activities, and supported daily operations in a high-traffic environment.
- **Personal Language Instructor** | Self-employed - Online (Jan 2018 - Dec 2023)
Delivered individualized instruction, tracking student progress and maintaining organized learning plans.
Communicated regularly with students, adapting strategies to support academic success and engagement.

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WORK EXPERIENCE ...

- **MS & HS Teacher** | Colégio Drummond & Colégio Fênix - SP, Brazil (Aug 2018 - Dec 2021)
Delivered curriculum-based instruction while managing classroom operations and student performance records. Developed lesson plans and assessments to support engagement, participation, and academic achievement.
- **Office Assistant** | English Language Institute at SUNY WCC - NY, USA (Sep 2016 - July 2017)
Supported administrative operations, including student registration, records management, and data entry. Organized files, processed documentation, and assisted with exams and student services inquiries.
- **Staff Assistant** | Dept. of Student Involvement at SUNY WCC - NY, USA (Sep 2016 - Jun 2017)
Supported student engagement initiatives, fostering an inclusive co-curricular campus environment. Collaborated on recruitment, training, and workshops to improve program delivery and participation.
- **Marketing Assistant** | Office of Cultural Affairs at SUNY WCC - NY, USA (May 2015 - July 2017)
Facilitated a co-curricular educational atmosphere with professionalism and respect. Collaborated on recruitment, training, and workshops to enhance staff policy comprehension.
- **Editor in Chief** | The Viking News at SUNY WCC - NY, USA (Sep 2015 - May 2016)
Managed publication operations, including scheduling, editing, and distribution of content. Supervised team members, coordinating workflows and maintaining quality and consistency standards.

VOLUNTEER EXPERIENCE

- **Guard.me Ambassador** | Niagara College - Niagara-on-the-Lake, ON (May 2023 - Dec 2024)
Supported international students with insurance enrollment, providing guidance on coverage and eligibility. Promoted mental health awareness and delivered outreach initiatives to enhance student support and engagement.
- **Global Community Scholars** | Prospector Theater - CT, USA (Sep 2015 - May 2016)
Coordinated and supported events for individuals with disabilities, promoting inclusion and community engagement. Designed interactive activities to support skill development, confidence building, and participant engagement.

ACHIEVEMENTS & AWARDS

- **Niagara College Student Administrative Council International Award** (2024)
Awarded for academic excellence and leadership through active involvement in student engagement initiatives.
- **Curriculum Award Winner** (2016)
Recognized for highest academic achievement and excellence within the Journalism program.
- **Pulitzer Center Reporting Fellowships Finalist** (2016)
Finalist for international fellowship, demonstrating strong research, analytical, and communication skills.
- **Kathryn W. Davis Global Community Scholarship** (2015)
Awarded full scholarship to top 0.1% of students based on academic excellence and overall achievement.