

# Victoria Bloda Sosa

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## PROFESSIONAL SUMMARY

- **Proactive and detail-driven undergraduate** with hands-on experience in HR, marketing, and operational support across tech startups and non-profits.
- Proven ability to manage administrative systems, resolve workplace issues, and contribute to community initiatives.
- Bilingual communicator (**English, Spanish**) with global experience across Canada, Mexico, and the U.S.

## WORK EXPERIENCE

### Operations and Executive Assistant

Toronto, ON

*Flair Studio Inc.*

Feb 2024 – Present

- Oversaw internal operations and administrative workflows at a venture-backed fashion-tech startup.
- Managed executive calendars, led email correspondence with **30+ partner brands**, and maintained confidential HR and accounting records.
- Supported investor outreach and internal reporting, contributing to a successful beta launch with **100+ waitlist users**.
- Implemented document systems that improved response time by **40%** across departments.

### Marketing Specialist

Remote

*Tronic Web Agency*

May 2023 – Jan 2024

- Delivered high-converting email campaigns and digital outreach for a premium web design agency.
- Responded to **100+ client inquiries/week**, ensuring a seamless onboarding process for custom website packages.
- Contributed to a **25% increase in quarterly lead generation** through targeted content strategy and SEO coordination.
- Tracked client milestones and documentation for project delivery across law, real estate, and wellness clients.

### Human Resources Intern

Querétaro City, Mexico

*Multimatic Manufacturing*

July 2025

- Supported HR team with recruitment tasks including resume screening, interview coordination, and onboarding.
- Resolved employee concerns and promoted a safe, communicative work environment across **multiple departments**.
- Created written and verbal templates that streamlined interdepartmental conflict resolution and employee communication.

### Real Estate Assistant

Querétaro City, Mexico

*RAJU Towers*

July 2023 – Aug 2023

- Assisted with legal documentation, title coordination, and closing logistics across **15+ real estate transactions**.
- Provided administrative support and managed communication pipelines for sales agents and clients.

## EXTRACURRICULAR INVOLVEMENT

### Student Events Volunteer

Toronto, ON

*University of Toronto – University College*

Sept 2024 – Present

- Helped plan and coordinate student engagement activities, including orientation and mentorship mixers.
- Supported logistics and outreach for first-year onboarding events with 300+ attendees.

### Founder and Captain

Victoria, BC, Canada

*SMUS Dance Team*

Sept 2022 – June 2024

- Founded and led the school's first competitive dance team, securing participation in regional showcases.
- Managed practices, choreography, and public performances while mentoring younger students.

## EDUCATION

### Bachelor of Arts in Political Science and Sociology

Toronto, ON, Canada

*University of Toronto*

Sept 2024 – Expected June 2028

- Recipient of University College Special Admission Scholarships, 2024