

# NEI NTETA

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Administrative professional and master's student with a solution-oriented work ethic and experience in policy analysis, data management, and synthesizing complex ideas. I've helped organizations run smoothly through strong communication and evidence-informed decisions. Rooted in equity and care, I balance technical precision with a community-minded, authentic approach to meaningful work.

## KEY ACHIEVEMENTS

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- **Change Communications (Relocation Projects):** Directed end-to-end communications for large-scale relocation initiatives, including resident reassignment, needs assessment, and policy alignment. Coordinated cross-departmental stakeholders to deliver clear, phased messaging that improved transparency, increased engagement, minimized disruption, and ensured smooth, compliant transitions.
- **Communications Strategy:** Led the development of organization-wide communications strategies, designing standardized templates and training materials that improved message consistency, reduced turnaround time, and strengthened cross-team alignment.

## PROFESSIONAL EXPERIENCE

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### Assignment Coordinator, Student Housing (University of BC)

Jun 2024 - Jun 2026

- Manages residence offers and room assignments to ensure maximum occupancy across student housing areas, with a focus on family housing, upper-year residences, and UBC Graduate Colleges.
- Analyzes statistical reports, manages housing fee arrears, and implements tailored payment plans to support financial accountability.
- Contributes to strategy building and policy review to improve operational effectiveness and ensure equitable housing practices. Specializes in student family housing, addressing the needs of student parents and guiding them through residence contracts and community resources.

### Assignment Clerk, Student Housing (University of BC)

Feb 2023 - Jun 2024

- First point of contact for students' housing inquiries, in person, via phone and email.
- Contributed to drafting and editing campus-wide communication and messaging to students, both in-house and incoming
- Assigned housing offers to prospective residents of student family housing at the University of British Columbia

### Program Assistant, S.U.C.C.E.S.S.

Sep 2022 - Feb 2023

- Supported the Youth Millennium Leadership program team in assisting newcomers to Canada under 30.
- Performed administrative tasks: scheduling, meeting coordination, recording minutes, and maintaining client files. Completed bi-weekly and monthly client progress reports and assisted with quarterly forecasts and outcome reports.
- Collaborated with the Program Manager on budget proposals, quarterly goal setting, and event planning.

## EDUCATION

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### Master of Arts - International Studies

Sep 2025 - Apr 2027

Simon Fraser University

- Thesis on "Sexual Health Education Relevance for Adolescents"

### Bachelor of Arts in International Relations

Sep 2018 - May 2022

University of British Columbia

- Relevant coursework in African Studies, World History and Political Science

## ADDITIONAL INFORMATION

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- **Languages:** English (native), Spanish (beginner).
- **Certifications:** First Aid, Mental Health First Aid, FoodSafe BC, TCPS 2: CORE 2022 (Course on Research Ethics based on the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans)