

# KATHERINE SAMANIEGO

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## Professional Summary

Dynamic and bilingual Administrative Professional with over 5 years of experience across hospitality, education, and customer service sectors. Recognized for exceptional organizational skills, efficient coordination of high-volume operations, and a warm, solutions-oriented approach to client interactions. Adept at managing administrative systems, supporting HR functions, and ensuring smooth daily operations in fast-paced environments. Currently pursuing an MBA in Vancouver to further develop strategic leadership capabilities.

## Key Skills

- Client-focused service excellence
- Administrative & operations support
- Event and project coordination
- Fluent in Spanish and English
- Stock and inventory management
- Time management & multitasking
- Adaptability in multicultural teams
- Written and verbal communication

## Professional Experience

### Sales Representative

B&G Autosales – Remote from Lima, Peru | May 2024 – Sep 2024

- Contacted prospects across Arizona, USA to explain vehicle financing options.
- Scheduled appointments across multiple offices, optimizing agent routes.
- Built strong rapport with clients, boosting conversion through clear, confident communication.

### Dietary Aide

Venue Retirement Living (formerly Revera Hollyburn House) – Vancouver, BC | October 2024 – **Present** / February 2022 – October 2023

- Rejoined the team upon employer's request prior to returning to Canada, reflecting trust and performance.

- Serve meals to residents and guests with professionalism and care.
- Support special events and daily operations in a team-oriented environment.
- Follow health and safety standards, ensuring high-quality service for senior residents.

### **Receptionist**

St. Clair Hotel-Hostel – Vancouver, BC | Sep 2022 – Oct 2023

- Welcomed guests and managed reservations, check-ins, and payments.
- Handled inquiries via phone and email, maintaining a professional tone.
- Organized front desk operations and performed light administrative duties.

### **Administrative Coordinator**

UGEL 07 (Education Management Unit) – Lima, Peru | Oct 2020 – Dec 2021

- Oversaw resource allocation, facility maintenance, and supply logistics for public schools.
- Supported teachers with timely delivery of materials and services.
- Maintained inventory records and supervised support staff.

### **Server/ Assistant F&B Manager**

Princess Cruises – International | Feb 2017 – Mar 2020

- Supported onboard food & beverage operations and room service logistics.
- Handled guest complaints and special requests with professionalism.
- Coordinated with multiple departments for smooth daily execution.

### **Administrative Assistant**

I.E.P. Clemente Althaus – Lima, Peru | Oct 2016 – Feb 2017

- Managed payroll, HR records, and finance tracking in Excel.
- Collaborated on institutional improvement projects and monthly reporting.

### **Education**

- Master of Business Administration (MBA) – University Canada West – Vancouver, BC | Sep 2024 – Present

- Diploma in Hospitality Management – Greystone College – Vancouver, BC | Dec 2021 – Oct 2023

- Bachelor's in Management Engineering – Inca Garcilaso de la Vega University – Lima, Peru | Aug 2010 – Feb 2016

**Languages**

- Spanish – Native
- English – Fluent
- French – Basic

**References**

Available upon request.