

Katherine Saavedra Cortés

Bilingual Data Analyst & Program Coordinator

Bilingual professional with a Master's in Business Analytics and hands-on experience in data analysis, AI projects, and program coordination. Skilled at using analytics to optimize operations, support data-driven decisions, and manage projects that engage diverse populations. Detail-oriented and reliable, with the ability to collaborate across technical and non-technical teams to ensure smooth workflows and successful outcomes.

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📍 San Diego, USA

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WORK EXPERIENCE

Freelance Data & Research Specialist

Various Clients | Contract / Project-Based

01/2020 - Present

Remote, USA.

- Conduct data collection, cleaning, and validation to ensure high-quality, actionable datasets for client projects across technology, retail, and real estate sectors.
- Perform statistical analyses and prepare tailored reports that inform strategic decision-making for 50+ clients.
- Support AI initiatives by annotating and curating datasets, improving the accuracy of machine learning model training
- Design and build interactive dashboards (Tableau, Excel) to visualize key performance indicators and business trends.
- Communicate regularly with clients and cross-functional teams to align project goals and deliver timely results.

Opus Site Supervisor

KeyNote, Home of San Diego Youth Symphony

11/2024 - Present

San Diego, CA.

- Lead daily operations for music after-school programs at two schools, overseeing 60+ youth while optimizing resource allocation and facility management.
- Facilitate weekly team meetings to assess progress, address program needs, and support staff development.
- Oversee attendance tracking and monitor student engagement to support program evaluation and reporting.
- Maintain detailed records and generate reports that inform administrative decision-making and team coordination.

Recreation Specialist

The City of National City

05/2023 - 07/2025

San Diego, CA.

- Designed and administered surveys to 200+ participants, using insights to increase program participation by 25%
- Led and supervised community engagement and music education programs, ensuring smooth operations and high satisfaction through regular feedback.
- Developed educational content and coordinated communications with parents, students, and staff, fostering collaboration and engagement that led to improved program attendance and participation

EDUCATION

Master of Science (M.S.) in Business Analytics

National University of Galway, Ireland

09/2021 - 09/2022

First-Class Honors

- Coursework included predictive modeling, data mining, and BI tools like SQL, Tableau, and Python.

Bachelor's Degree in Business Administration and Management

Universidad Austral de Chile

03/2013 - 11/2018

Valdivia, Chile

SKILLS

Data Analysis & Visualization

Market Research

Program Coordination

Data Annotation

Stakeholder Reporting

Collaboration

Machine Learning Support

Community Outreach

VOLUNTEERING

Worldpackers - Specialist Volunteer
(01/2019 - 12/2020)

Assisted 10+ small businesses in community-based tourism and education projects across South America.

Universidade Federal da Integração Latino-Americana, Brasil - Project Leader
(01/2012 - 12/2012)

Dedicated to empowering underprivileged communities in Brazil and Paraguay through organizing recreational activities for children.

LANGUAGES

Spanish

Native or Bilingual Proficiency

English

Full Professional Proficiency

Portugues

Professional Working Proficiency

INTERESTS

Program Development

AI & ML

Bilingual Communication