**[Assitant administrative](https://www.postjobfree.com/resume/ad2r5f/assitant-administrative-vancouver-bc)**

**Location:**Vancouver, BC, Canada

**Posted:**January 17, 2024

**Contact Info:**

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**Resume:**

Lisbeth S?nchez

236) 338 2611 / ? lisbethsanchezmedina@gmail.com

Professional Summary

Highly skilled Administrative Assistant with a proven track record in efficient task

management and goal achievement. Proactive and meticulous, I stand out for my

commitment to precision and efficiency. Possessing exceptional skills in process

optimization, I contribute to the team's success. My strong work ethic and experience in

effective collaboration support my ability to be a valuable asset to the organization.

Prepared to deliver outstanding results in a dynamic environment.

? Skills

? Demonstrated ability in the efficient management of administrative tasks to ensure

smooth operations.

? Expertise in organizing information with an unwavering commitment to precision in

all tasks.

? Ability to communicate clearly and effectively, both in writing and verbally,

facilitating interactions with colleagues and clients.

? Experience in identifying and implementing improvements to optimize

administrative processes and increase efficiency.

? Proven track record of effective collaboration within teams, contributing to the

achievement of shared goals and objectives.

? Outstanding proficiency in the efficient use of Microsoft Office tools to perform

administrative tasks with precision and effectiveness

? Work History

Remote Administrative Assistant ? MedinArt SRL ? Peru (March 2020 ? Agust 2022)

? Coordinate virtual meetings and events.

? Manage emails and internal communications.

? Perform administrative tasks such as reports and presentations.

? Manage schedules and track project progress.

? Respond to customer inquiries via email or chat.

? Provide assistance to resolve issues.

? Create, edit, and organize documents.

? Keep files and databases up to date.

? Technical Assistance:

? Provide technical support for virtual tools and platforms.

? Assist with technical issues related to remote operations.

Administrative Assistant - Receptionist La Ensenada Hotel and Field ? Peru (July 2012 -

September 2013)

? Collaborated with cross-functional teams to meet guest requests and enhance

service quality.

? Analyzed guest satisfaction surveys, identified trends, and implemented action plans

for continuous improvement.

? Efficiently resolved requests and issues by coordinating with maintenance,

housekeeping, and security teams.

? Motivated and supported guest services and housekeeping employees, resulting in

improved hotel quality and service scores.

? Educated customers on billing, payment processing, and support policies.

? Trained new personnel on company operations, policies, and services.

? Conducted training sessions for apprentice guides, enhancing their knowledge of

tourist information.

? Led projects and analyzed data to identify opportunities for improvement.

Administrative Assistant - Housekeeper El Ingenio Hotel ? Peru (October 2013 - February

2014)

? Provided friendly and efficient customer service, adeptly handling challenging

situations.

? Identified and resolved issues, demonstrating problem-solving skills.

? Supervised contracted employees to ensure timely task completion.

? Led the hotel's housekeeping team, maintaining high-quality standards.

? Education

Degree: Tourism and Hotel Management National University of Cajamarca ? Peru (May 2006

- December 2011)

? Languages

? English: Advanced

? French: Basic

? Spanish: Mother tongue