

YAZAHYDI SAMANIEGO

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SKILLS:

- Strong Communication
- Attention To Detail
- Public Speaking
- Customer Service
- Team Building
- Responsibility
- Cash Handling
- Organization
- Microsoft Office

EXPERIENCE:

Inter-Club Council Representative (Volunteer)

Bakersfield College NAMI Club, Bakersfield, CA

Oct 2023 -Current

- Attended additional meetings with other ICC representatives, gathered information about events from different clubs on campus, and reported to the club members
- Created a guide for the club summarizing the procedures for current and future members
- Communicated with Bakersfield College Student Government to proceed with event organization
- Planned and executed events to raise awareness about the club's organization and mission, received member and student feedback
- Assisted fellow Club Management with other duties as assigned

Toastmaster Member (Volunteer)

Downtown Toastmasters, Bakersfield, CA

Nov 2022- Current

- Maintained the area's safety and cleanliness standards, filled in multiple roles if needed
- Highly organized and detail-oriented, set out materials and helped set up technology devices
- Worked on pathways learning experience to gain more insight into public speaking
- Ensured all new members were introduced and adapted to the club experience, club events, and club offerings
- Developed and maintained positive working relationships with others, supported the team to reach common goals, and listened and responded appropriately to the concerns of other members/guests

House Cleaner

AIRBNB, Bakersfield, CA

Feb 2023 - July 2023

- Utilized specialized cleaning equipment and products to achieve outstanding results
- Managed inventory of cleaning supplies and equipment, ensuring availability and proper maintenance
- Executed various tasks; washed and dried items such as sheets, towels, and blankets, folded and stored in appropriate areas
- Developed strong time management skills to meet deadlines and complete tasks efficiently
- Performed physical stamina and the ability to perform repetitive tasks

Service Team Member

WSS, Bakersfield, CA

June 2019 - June 2021

- Operated a POS system and performed cashier functions, handed out correct and exact change to complete customer transactions
- Executed price changes, cleaned daily, organized the selling floor and backroom areas, demonstrated excellent service
- Managed all retail duties, including working at other locations if needed, working independently and as part of a team, restocking, and customer communication

- Maintained a strong knowledge base of new and current products and sales promotions
- Resolved customer concerns or complaints, involving management as appropriate

**Bakersfield Adult School - Simulated Office Development
Receptionist (Volunteer)**

**Jan 2019 - Mar 2019
Aug 2019 - Mar 2020**

- Made and answered telephone calls; trained SOD members for each new position
- Welcomed in and dismissed students, unlocked and locked doors, made announcements, and called roll
- Updated student database and seating chart daily using Microsoft Office programs
- Restocked printer, certificate, calculator paper, and supplemental forms
- Worked independently and with fellow SOD members; assisting them if needed

Office Clerk (Volunteer)

- Performed data entry tasks using Microsoft Office programs and other software
- Monitored stocks of office supplies, completed supply request forms
- Utilized office appliances such as a copy machine, laminator, shredder, and binding machine
- Modified, prepared, updated, and shredded documents
- Worked on classroom assignments and projects for other staff/faculty on campus

File Clerk (Volunteer)

- Maintained daily check of book inventory; updated book inventory list daily
- Filed documents, filed textbooks in numeric order, and arranged answer key binders
- Monitored textbooks, wrist pads, and stands to make sure they were checked in and out
- Maintained classroom cleanliness, and assisted coworkers, staff, and students as needed
- Created and managed records with new information; kept all paperwork in appropriate places

Administrative Office Internship (Volunteer)

Jan 2019 - Mar 2020

- Answered telephone calls and transferred calls to the appropriate staff
- Made copies using the duplicating machine and assisted office staff as needed
- Filed and maintained documents and records
- Greeted visitors and directed them to their destination
- Maintained the reception area's safety and cleanliness standards

Office Aide (Volunteer)

Bakersfield High School, Bakersfield, CA

Sept 2016 - June 2017

- Sorted and distributed communications and call slips promptly
- Engaged with students, staff, and faculty on campus
- Maintained trusting relationships with staff in the office department
- Aided new incoming students with book checkouts, familiarity with class schedules, and conducted campus tours
- Performed other related duties as assigned

EDUCATION:

Bakersfield College

- A.S.-T. Business Administration

Expected 2025

Bakersfield Adult School

- Typing Certificate
- Ten-Key Certificate
- Administrative Assistant Certificate
- Filing Certificate

2022

2022

2019

2018