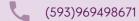
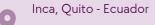


# & CONTAC



natachauseche@gmail.com



## **#** LANGUAGES

Spanish, Fluent English, Fluent French, Intermediate

## **SKILLS**

- Problem Resolution
- Client communication
- Call center procedure
- Editions and translations
- Data entry
- Accounting
- Project management
- · Microsoft office



MASTER IN MANAGEMENT BACHELOR IN LANGUAGES TECHNICAL INFORMATICS

### **COURSES**

- Marketing in turbulent times
- Advanced excel for management
- Payroll (Excel)
- Neuro-Linguistic Programming (NLP)
- Clinical linguistics seminar (ULA)
  Center for linguistic research
- Microsoft office
- English course
- French course
- Tourism

### **EXPERIENCE**

DIGITAL ADVANTIZ 2022.
 QUITO, ECUADOR.

Virtual assistant, data entry, calendar, management, email and contact management, communications, report assembling, database maintenance, mailing, and spreadsheet setup.

 DESTINY - INFINITY 2021. QUITO, ECUADOR.

Finance planning and bookkeeping assistance, management and recruiting assistance.

 AGATHA GOLD (REMOTE WORK SPAIN) 2019.

Translation services for the company customers in France, Spain and Italy. Spanish, english and french.





#### • VERA&JIBAJA BUILDERS 2019. QUITO, ECUADOR

Management assistance, sales, platforms assistance, mailing, data entry and database maintenance, and contracts assistance.

#### • SAVY REAL ESTATE 2019. QUITO, ECUADOR.

Administrative assistance, digital marketing, mailing, data entry and database maintenance, payroll, and contracts assistance.

#### • SB MEDICAL 2018

General administrative tasks: Data entry, accounting, customer service, finding new suppliers, general logistics, international purchases, bids follow-up, etc. Remote (WFH)

#### TODO A DOLLAR 2016. PANAMA

General administrative tasks: Billing assistant, accounting, logistics, inspections, returns, and shipment approval.

#### • CONVERSATION DRIVER 2016.

Dialer, find the decision maker, and tag the call. Remote (WFH).

#### • SYSTRIX 2015.

Executive coordinator, project manager, content editor for other writers, and articles translator. Remote (WFH).

#### • REIFAX 2014-2012

Customer service, advanced and simple research of properties in Florida for the customers through apps (central ring and live chat). Remote (WFH).