


# Natassya Useche

**MASTER IN MANAGEMENT  
BACHELOR IN LANGUAGES  
TECHNICAL INFORMATICS**

## **CONTAC**

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 Inca, Quito - Ecuador

## **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

## **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).