



# Diana Carolina Prince Salinas


VIRTUAL ASSISTANT  
BILINGUAL ENGLISH-SPANISH

Hello! my name is Diana Prince I work as a Virtual assistant, and through all these years I have acquired expertise and skills that helped me improve as a professional, doing health services, administrative tasks, research, project management, bilingual skills, data entry, and customer service. Also, I find myself deepening more on my knowledge of Project management and Digital Marketing, I am a dedicated and responsible person who has initiative and is committed to work.

## CONTACT INFORMATION

 dcarol.prince@gmail.com

 [linkedin.com/in/diana-prince-b9b486222](https://www.linkedin.com/in/diana-prince-b9b486222)

 Honduras

## SKILLS AND ABILITIES

- Management of digital tools
- Agenda management
- Receiving Calls
- Preparation of reports
- Travel organization
- Search of suppliers
- Basic design domain for advertising
- Fast learning
- communicative

## LANGUAGE

**Spanish**  
Native

**English**  
Advance

## SERVICES

- Event organization
- web research
- Customer service
- Translation and interpreter services
- Agenda management
- data entry
- Administrative management
- Organization and basic documentation of processes
- Email Management

If you need me to do any other area, we can talk.

## WORK HISTORY

### Consecutive Interpreter

ICCBPO, June 19 2022 -July 4 2022

- Consecutive interpretation over the phone in health services.

### Pharmaceutical Laboratory Assistant

ANDIFAR, August 2018 - April 2021

- Coordination and performance of administrative tasks.
- Development and planning strategies to promote new products in the market.
- Staff training.
- Notification and documentation of technical.
- Process quality control and material handling.
- Material inventory management.

### Pharmaceutical Regent

Kialsa, October 2017 - August 2018

- Customer reception, attention, and advice.
- Reception and processing of orders, requests, and claims.
- Promotion of products according to customer needs.
- keeping records such as pharmacy files, patient profiles, charge system files, inventories, and registries of controlled drugs

### Medical Assistant

ACIPROMO, January 2013 - Sept. 2017

- Compilation and update of clinical history of patients.
- Scheduling and confirmation of patient appointments, by phone, email, or in person.
- Inventory management of equipment, medical and office supplies, recording inputs and outputs.

## EDUCACIÓN

### Steps to start as a Virtual Assistant Mayurlin Viera

Virtual Assistant and self-knowledge, 2022

### Use Canva to Create Social Media Visuals for Business

Abril 27, 2022

### National Autonomous University of Honduras

Bachelor's degree in chemistry and Pharmacy,  
04/2013