



DANIELA BAPTISTA

VIRTUAL ASSISTANT

CONTACT

Address:
Maracaibo. Venezuela

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+(58) 424 660 9942

Email:
danielabaptistarincon@gmail.com

SKILLS

- Translation
- Research
- Audio-transcription
- Organized and responsible

INTERESTS

- Reading
- Volunteering
- Learning

EXPERIENCE

2020 - 2021 **Venezuela Workers**

Performed many functions as a virtual assistant such as translating, writing, promoting pages in development, answering and sending emails, doing information research, audio transcription, video subtitling and more.

2020 - 2021 **Preply**

Worked as a Spanish and English tutor for beginners, intermediate and advanced students.

EDUCATION

2016 **Science Bachelor**

Bachelor of Science from "La Epifanía"

2020 - Ongoing **Business Management**

URBE University

AWARDS

2019 **Venezuelan Red Cross**

Recognition for 2000 hours of volunteering