

# Daniela Diez de Bonilla

## CONTACT

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## SKILLS

- Fluent in English and Spanish.
- Critical-thinking and decision-making skills.
- Ability to work under pressure, multi-task, prioritize, and meet deadlines.
- Strong communication, oral, and written skills.
- Proficient design skills.
- Excellent attention to detail, creativity, and organizational abilities.
- Time-management and process management skills.
- Digital Marketing Foundations.
- Advance creative and problem-solving skills.

## EDUCATION

### Master of Science in User Experience

**Design**, Currently

*Kent State University*

Kent, OH

### Bachelor of Science: Dentistry, 2008

*Instituto Politécnico Nacional (I.P.N.)*  
Mexico City

### Certificate Program in Marketing:

**Marketing**, 2020

*University of California, Berkeley -*  
Berkeley, CA

### Digital Marketing Certified Associate:

**Digital Marketing**, 2019

*Simplilearn - San Francisco*

### Aesthetic Medicine Certification:

**Aesthetic Medicine**, 2012

*S.M.M.E.N.A.E.H. - Mexico City*

### Cosmetic Dentistry Certificate:

**Dentistry**, 2011

*Colegio Nacional De Cirujanos Dentistas*  
Mexico City

## PROFESSIONAL SUMMARY

Hardworking and proactive administrative professional with goal-driven and critical thinking, digital communication, graphic design, and marketing. Reliable and creative team member with strong attention to detail. Capable of handling multiple priorities simultaneously with accuracy.

## WORK HISTORY

### Visual Designer & Grants Compliance Manager 4/2022 to present.

**Digital Communication Specialist**, 04/2020 to 3/2022.

**San Francisco SafeHouse** – San Francisco, CA

- Provide direct administrative support to peers, managers, and donors.
- Increase customer and donor loyalty using digital marketing techniques.
- Create engaging content and manage all social media channels, website email, and the design of newsletters.
- Provide logistical support and manage office clerical work to ensure that materials are produced on-time as needed.

### Manager, 09/2018 to 10/2019

**Camburger** - Oakland, CA

- Introduce effective training to new employees.
- Manage and lead staff, achieving exceptional customer service.
- Improve the quality of daily processes to increase efficiency and effectiveness.

### Assistant Manager, 06/2017 to 09/2018

**Faz Restaurants & Catering** - Oakland, CA

- Plan successful events inside and outside of premises.
- Review and approve staff, pricing, orders, shipments and rentals.

### Pharmaceutical Sales Representative, 10/2015 to 10/2016

**Senosiaín S. A. De C.V.** - Mexico City, Mexico

- Increase market sales of our products by implementing effective plans.
- Meet with doctors in hospitals and in their private practice to resolve anything related to prescription, distribution and purchase of specialty drugs.

### Executive Assistant, 08/2012 to 08/2015

**I.S.S.S.T.E.** - Mexico City, Mexico

- Assist the head of payroll.
- Validate bank deposits and payroll files for employees.
- Provide multiple financial reports to the head of payroll for employees.

### Account Executive - Marketing Assistant 02/2006 to 07/2012

**Ratpack Entertainment Marketing & Advertising** - Mexico City, Mexico

- Build and maintain loyal customer relationships to high repeat business.
- Support existing client accounts giving an excellent customer service.
- Create and implement new strategies.
- Monitor social media channels.