

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 produce 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

Senosiain 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.