



Silvana Raquel Camargo Hernandez

BILINGUAL ADMINISTRATIVE ASSISTANT

📍 Calle 37F #1F-130 Barrio El Milagro, Barranquilla- Colombia
☎ (+57) 314 483 1528
✉ srcamargoh@gmail.com

LANGUAGES

English| Advanced

MET - Michigan English Test Certificate

Spanish | Native

Native

SKILLS

- Teamwork
- Problem-solving
- Emotional intelligence
- Communication
- Time management
- Willingness to learn
- Decision making

WORK REFERENCES

DUFY CRUISE SERVICES

Moises Ferreira - Manager
Phone: +55 62 99161 7550
Email: gsm53@ncl.com

TECNOGLASS GROUP

Diana Molinares - Exportation Sales Coordinator
Phone: +57 316 539 5769
Email: dmolinares@energiasolarsa.com

HBR HOTELS

Adriana Duran - HR Director
Phone: +57 605 310 0440
Email: ghumana@hoteleshbr.com

PROFESSIONAL PROFILE

Bilingual Administrative Assistant with knowledge in the areas of administration, commercial writing, human resources, marketing and sales, customer service and legislation. Able to communicate in both English and Spanish. I efficiently handle systems tools (Word, Excel, Publisher, Fidelio, Zeus) and accounting procedures; among others.

EDUCATION

Bilingual Administrative Assistant

Centro Cultural Colombo Americano
2015

Marketing and Sales Technician

University institution ITSA
2012

Conceptualization and Applicability of Marketing

National Learning Service - SENA
2011

WORK EXPERIENCE

MSC CRUISES

Boutique Associate
Onboard Job
October 2023 - May 2024

DUFY CRUISE SERVICES | Norwegian Cruise Line

Sales Associate
Onboard Job
October 2022 - June 2023

DUFY CRUISE SERVICES | Norwegian Cruise Line

Boutique Associate - John Hardy
Onboard Job
November 2021 - August 2022

TECNOGLASS GROUP | C.I Energía Solar SA - ESWindows

Bilingual Administrative Assistant
Barranquilla, Colombia
September 2020 - October 2021

DUFY CRUISE SERVICES | Pullmantur Cruises

Sales Associate
Onboard Job
Febrero 2020 - Marzo 2020

HBR HOTELS | American Golf Hotel, Majestic Boutique Hotel, Casa Ballesteros Hotel, Prado 72 Hotel

Sales Executive
Barranquilla, Colombia
June 2018 - July 2019