

# ALEJANDRA QUIÑONEZ

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## PROFILE

"I hold a bachelor's degree in International Relations and a postgraduate degree in Didactics. I am currently seeking a challenging role in Project Management where I can apply my leadership skills, experience in strategic planning, and ability to work in a team to achieve organisational goals. I aim to contribute to the company's growth while continuing my professional development and achieving my goals."

## EXPERIENCE

### DATES FROM 2017 TO 2018

#### RECEPTIONIST / DIGITAL CREATOR, LDC PARAGUAY

Management Assistance: Provide comprehensive assistance to management, including coordinating schedules, organising meetings, and handling administrative tasks to support smooth operations.

Invoice Control: Efficiently manage invoice processing and reconciliation, ensuring accuracy and timely payment to vendors and suppliers. Maintain detailed records to facilitate financial reporting and budget management.

Document Digitization: Utilize digital tools and technologies to digitise documents and records, enhancing accessibility and efficiency in information retrieval. Implement best practices for document management to streamline workflow and reduce paper usage.

Organisation of Emails, Agendas, and Calls: Maintain organised email accounts, manage appointments, and handle incoming calls professionally and efficiently. Prioritise communication tasks to ensure timely responses and effective coordination.

Customer Support: Provide excellent customer service to clients and visitors, addressing inquiries, resolving issues, and ensuring a positive experience. Represent the organisation professionally and courteously in all interactions.

Creative Content Creation: Generate engaging digital content, including graphics, videos, and social media posts, to promote the organisation's brand and engage with stakeholders across digital platforms.

Social Media Management: Help manage social media accounts, including content planning, scheduling, and engagement monitoring, to enhance online presence and audience engagement.

Multimedia Production: Collaborate with team members to produce multimedia materials such as presentations, videos, and promotional materials to support marketing and communication initiatives.

#### **DATES FROM 2018 – TO 2021**

##### **ADMINISTRATIVE ASSISTANT, ERDEKA S.A.**

Executive Support: Provide comprehensive assistance to the board of directors, including managing schedules, coordinating meetings, and preparing agendas to facilitate efficient decision-making and workflow.

Agenda Management: Maintain and organise the directors' schedules, ensuring timely coordination of appointments, meetings, and travel arrangements. Proactively anticipate scheduling conflicts and resolve them effectively.

Document Translation: Facilitate seamless communication by proficiently translating documents and emails between multiple languages, maintaining accuracy and clarity in all translations.

Communication Hub: Serve as the primary point of contact for incoming calls and emails, demonstrating professionalism and responsiveness in addressing inquiries and redirecting communications as needed.

Document Archiving and Management: Oversee the systematic archiving and organisation of documents, ensuring easy retrieval and accessibility for internal stakeholders. Implement efficient document management processes to streamline workflow and enhance productivity.

Accounting Support: Assist in basic accounting tasks, such as invoice processing, expense tracking, and reconciliation, to support financial operations and maintain accurate financial records.

General Administrative Duties: Provide general administrative support, including maintaining office supplies, managing office equipment, and assisting with ad hoc tasks as assigned to contribute to the smooth functioning of the office.

#### **DATES FROM 2021- 2022**

##### **CLINICAL RESEARCH ASSISTANT, FUNDACOR- ITALIAN MEDICAL CENTER**

Participant Evaluation and Group Allocation: Assess participants for eligibility and assign them to appropriate study groups based on predetermined criteria.

Documentation Management: Record and organise clinical and laboratory reports of patients accurately and comprehensively.

Data Collection and Translation: Gather raw data and compile detailed reports. Proficiently translate documents as necessary to facilitate international collaboration.

Administrative Support: Efficiently handle administrative duties, including correspondence management, scheduling, and meeting coordination, to ensure smooth workflow.

Database Management: Establish and maintain a robust database, ensuring data integrity and accessibility for the research team.

Regulatory Compliance: Manage the timely submission of documentation to regulatory bodies, ensuring adherence to all applicable health authority requirements and guidelines.

Quality Control: Conduct regular quality checks to ensure the accuracy and consistency of data and reports.

Collaborative Engagement: Engage proactively with team members and stakeholders, fostering effective communication and cooperation throughout the research process.

#### **DATES FROM 2022-2023**

##### **BILLING AND DIRECTORY ASSISTANT, CHACO INTERNATIONAL S.A.**

Invoice preparation: Create and issue customer invoices for products or services sold, ensuring accurate and complete information.

Data verification: Review invoice information to ensure that the details, such as prices, quantities, dates, and payment terms, are correct.

Sending invoices: Sending invoices to customers via email, correspondence or other means according to the customer's preferences and company policies.

Customer Support: Answering customer inquiries related to invoices, clarifying charges or resolving any discrepancy that may arise.

File & Record Keeping: Organize and file invoices properly to facilitate access and retrieval of information where necessary and maintain accurate and up-to-date records of all transactions.

Agenda Management: Organize and manage directors' agendas, scheduling meetings, appointments, conference calls, and other engagements as needed.

Email Management: Review, Reply, and Filter Emails that arrive in the director's inbox, prioritising the important messages and archiving or deleting unimportant ones.

#### **DATES FROM 2023- PRESENT**

##### **CLINICAL RESEARCH ASSISTANT, MINSA S.A.**

Participant Recruitment: Help identify and recruit suitable participants for clinical trials or research studies. This may involve screening potential participants for eligibility criteria and explaining the study protocols.

Data Collection: Help collect various data types during the clinical trial or research study. This can include administering surveys and conducting interviews.

Data Entry and Management: Input collected data into databases or electronic data capture systems accurately and efficiently. Ensure that data entry is conducted in compliance with regulatory guidelines and study protocols.

Documentation and Record Keeping: Maintain organised and accurate records of study-related documents, including informed consent forms, case report forms, and regulatory submissions. Assist in preparing study-related documents for audits and inspections.

Compliance and Regulatory Affairs: Ensure compliance with regulatory requirements, institutional policies, and ethical standards governing clinical research. Assist in obtaining regulatory approvals and maintaining study documentation for regulatory inspections.

Communication and Collaboration: Communicate effectively with study participants, healthcare professionals, and other research team members. Collaborate with investigators, sponsors, and regulatory authorities to ensure the smooth conduct of the study.

Adherence to Protocol: Ensure adherence to study protocols and standard operating procedures (SOPs) throughout the duration of the study. Alert the principal investigator or study coordinator to any deviations from the protocol and assist in implementing corrective actions.

## EDUCATION

2012-2016

**BACHELOR IN INTERNATIONAL RELATIONS**, AMERICAN UNIVERSITY

2018

**POSTGRADUATE DIPLOMA IN DIDACTICS**, NORTH UNIVERSITY

## SKILLS

- Leadership
- Critical and problem-solving thinking
- Ability to learn quickly
- Teamwork

## LANGUAGES

- English: Proficient
- Español: Native
- Portugues: Intermediate

## **REFERENCES.**

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