



DIANA ROSS S. VILLORENTE, RN, USRN

Virtual Assistant



+63 917 583 7962



dianarossalao@gmail.com



www.dianarossvillorente.com



SOCKSARGEN, Philippines



[Diana Ross S. Villorente](#)

ABOUT ME

I'm a reliable and multi-skilled Virtual Assistant with a background in nursing and experience in admin support, content creation, social media management, online bookkeeping, and transcription. I help businesses stay organized, grow their online presence, and manage day-to-day tasks efficiently—so they can focus on what matters most. Whether you need someone to manage your social media, support your medical practice virtually, let's connect and bring your goals to life—whether in the clinic or the cloud.

EDUCATION & CERTIFICATION

Bachelor of Science in Nursing
San Pedro College of Davao City
Graduated Cum Laude
2007–2011

Masterclass in Virtual Assistant by SURGE FREELANCING Marketplace
April 2025

US NCLEX Passer – 2024
US Registered Nurse

PH Registered Nurse
PRC License No. 0753312

SKILLS

- Social Media Management
- Content Creation & Scheduling
- Online Bookkeeping
- Transcription
- Website Management
- Business Branding and Marketing
- Admin Tasks
- Lead Generation
- Digital and AI Tools Proficient

AWARDS

During the SURGE Freelancing Marketplace Masterclass in Virtual Assistant:

- Best in Content Planning
- Best in Lead Generation
- Best in Email Marketing
- Best in Website Management

PROFESSIONAL EXPERIENCE

2018
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2025

NURSE ENTREPRENEUR/CLINIC NURSE/SOCIAL MEDIA MANAGER & ONLINE BOOKKEEPER

D Nursethetics and Make Up Artistry

- Managed overall clinic operations as a Nurse Entrepreneur, ensuring quality care and client satisfaction
- Created and implemented social media strategies to boost online presence and client engagement
- Designed and scheduled content for marketing promotions as Social Media Manager
- Handled online bookkeeping using QuickBooks and Google Spreadsheets to track income, expenses, and inventory
- Oversaw appointment scheduling, inventory management, and day-to-day admin tasks
- Promoted services through digital campaigns to support brand growth and visibility

2017
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2018

EMERGENCY ROOM NURSE

Dr. Arturo P. Pingoy Medical Center

- Performed accurate data entry and documentation of patient records, charts, and clinical interventions
- Utilized hospital systems and electronic health records (EHR) with strong system familiarity and proficiency
- Ensured precision and attention to detail in clinical assessments, medication administration, and treatment
- Provided excellent customer support, addressing patient concerns with empathy and professionalism
- Maintained composure under pressure while prioritizing tasks and delivering time-sensitive care

2013
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2014

INFANT HEALTH NUTRITION SPECIALIST / MEDICAL DELEGATE

- Conducted medical detailing and presentations to communicate product benefits backed by scientific evidence
- Created educational content and marketing materials for health promotion
- Delivered digital presentations and online meetings to adapt to evolving marketing and communication trends
- Contributed to brand visibility and product uptake through strategic marketing and consistent field engagement
- Handled travel itineraries, hotel accommodations, and airfare bookings for fieldwork, events, and corporate engagements

REFERENCES

MA. LAARNI VENEGAS, RN, MAN

Chief Nurse, DAPPMC

Phone: (083) 228-2202, loc. 220
+639285591790

GABRIEL ANGELO LUCERO

CEO SURGE Freelancing Marketplace

Phone: +63 99145594496
Email: Gabriel@thedreamteamph.com