

- Office Manager and Translator for the US Office of Defense Cooperation (USODC), Senior Defense Official/Defense Attaché (SDO/DATT), and Department of Defense staff in Paraguay.
- Provides administrative support for all correspondence, message traffic, official letters, and protocol matters in both Spanish and English. Duties include physical and electronic filing requirements mandated by the Department of Defense, Department of State, and other US government agencies.
- Responsible for preparing and maintaining calendars for the DoD staff.
- Drafts, prepares, and translates official documents into English and Spanish; handles all level of official correspondence to include official letters to and from the Ambassador, Military Forces Commander, Commander of US Southern Command, US service components, and DoD staff.
- Arranges DoD travel documentation to include: passports, visas, orders, and International Travel Orders for foreign visitors.
- Coordinates DoD visitor lodging and transportation under the Force Protection plan.
- Answers phones, takes messages, and prepares meeting spaces, as needed.
- Acts as protocol specialist for functions, ceremonies, and meetings hosted by DoD.
- Alternate Budget Analyst.