



# Anna Carolina Sales Corrêa

**Nationality:** Brazilian.

**Born:** September 8, 2002

## LINKEDIN:

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## ADDRESS

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Brazil



## PHONE

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(Whatsapp)



## EMAIL

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## SKILLS

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- Administrative Support & Organization
- Customer Service & Communication
- Childcare & Household Management
- Time Management & Multitasking
- Microsoft Office (Word, Excel, PowerPoint).

## OBJECTIVE

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Motivated to start my career in an American company, preferably in hospitality, childcare, or fast-food services, aiming to develop professionally while achieving fluency in English.

## EXPERIENCE

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### Administrative Assistant – Mundo das Cintas

Rio de Janeiro, Brazil | (2021– 2025)

- Managed documents and schedules, assisted with customer service, supported daily office operations.

### Childcare Provider (Babysitter)

Rio de Janeiro, Brazil | (2019 – 2020)

- Supervised children and daily routines, helped with meals and homework, ensured safety and well-being.

### Household Assistant

Rio de Janeiro, Brazil | [2017 – 2019]

- Performed cleaning, cooking, and laundry, maintained organized home environment, assisted family with daily needs.

## EDUCATION

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### Bachelor's Degree in Business Administration (ongoing)

IBMR University – Rio de Janeiro, Brazil | 2022– Present

LANGUAGES : Portuguese – Native / English – Basic (currently learning).