

LEONARDO NASTARI FERREIRA

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Professional Summary

I have experience working in production, where I worked for two years as a production manager in the textile manufacturing industry. My dedication led to my promotion to administrative assistant, and a year later, I became Administrative Manager at Bonemax.

Skills

- Teamwork;
 - Hard work;
 - Commitment to schedules;
 - Practices hard work;
 - Good communicator;
 - Intermediate English, advanced Spanish, and native Portuguese speaker;
 - Time Management;
 - Dedicated to results;
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Professional Experience

2022 -

I joined Bonemax, a textile manufacturing company, as a production assistant, where I was able to improve my production and teamwork skills.

2023

I was promoted to production manager. I was responsible for organizing production in the three departments (printing, sewing, and finishing) and meeting order deadlines.

2024

With my excellence in production and expertise in automated departments, I was promoted to administrative assistant. My role was to organize spreadsheets, systems, and documents.

2025 - until June

I received a promotion to administrative manager. My main role was to supervise and organize the work of the other office assistants.

Education

Pueri domus

Completed high school with IB.

Pontifical Catholic University

Completed up to the eighth semester of Business Administration.