

MARCELO SOUSA - RESUME

Governador Valadares, Minas Gerais, Brazil
Phone: +55 (33) 99846-2064 | Email: marcelojps@icloud.com
WhatsApp: Available

Professional Profile

Dedicated and proactive professional with extensive experience in diverse fields, including customer service, administrative support, cleaning and maintenance, and monitoring. Skilled in organization, teamwork, and communication, with a strong ability to quickly learn new tasks. Seeking an opportunity to apply my skills and contribute to the success of a company.

Education

- High School Graduate - 2017 -

Additional Courses:

- Secretarial Techniques - 2018

- Advanced Excel - 2018 -

Power BI - 2023

-STCW/CFPN - maritime
course - 2025

Skills

- Languages:

- Portuguese: Native

- English: Basic (in progress)

- Spanish: Basic

- Proficiency in Excel and Power BI

- Strong communication and teamwork skills

- Fast learner

- Organizational and problem-solving abilities

Professional Experience

Senior Caregiver

Pereira Family Household | 2022 - 2023

- Prepared daily meals and administered medication for two elderly women.

- Ensured the cleanliness and organization of the household, creating a safe and healthy environment.

Stock Clerk

Coelho Diniz Supermarkets | 2021 - 2022

- Restocked merchandise and monitored product expiration dates.

- Assisted customers and maintained the organization of shelves.

General Services Assistant | 5 months

Brazil Gourmet Restaurant - Supported food preparation tasks, including washing, cutting, and pre-preparation. - Cleaned the kitchen, dining area, and utensils, and assisted at the cashier.

Janitor | 2023 - 2024

GV Center Hotel

Cleaned and organized rooms, common areas, and event hall - Changed bed linens, vacuumed hallways, and restocked cleaning supplies.

kitchen Utility | contract 7 months - 2024/2025

MSC CRUISES SHIP

- Wash dishes, cutlery, pots, pans, and kitchen utensils.
- Clean kitchen equipment, floors, walls, counters, stoves, ovens, and other surfaces.
- Collect, separate, and properly dispose of kitchen waste.
- Assist cooks with basic food preparation tasks when needed.
- Refill workstations with utensils, cleaning products, towels, and other supplies.
- Follow hygiene and food safety standards at all times.
- Wear appropriate personal protective equipment (PPE) and maintain personal cleanliness.
- Work as part of a team to ensure an organized and efficient kitchen environment.