

ARIANA ALVES MONTEIRO FERREIRA

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PROFESSIONAL SUMMARY

Human Resources graduate with experience in administrative support, customer service, reception, records management, and monitoring. Fast learner, organized, and communicative, with the ability to work effectively in dynamic and multicultural environments. Currently gaining international experience in a hospital setting in the United States.

PROFESSIONAL EXPERIENCE

Housekeeper – Portsmouth Regional Hospital

New Hampshire, USA | January 2024 – Present

- Cleaning and sanitizing hospital areas following safety protocols
- Maintaining organized environments
- Team collaboration to ensure quality standards

Regional Council of Real Estate Brokers (CRECI)

Brazil | 2014 – 2022

Administrative Assistant / Customer Service

- Customer service and administrative support
- Registration and record management
- Client guidance and financial support activities

Colégio Moppe

Brazil | August 2013 – November 2013

Student Monitor

- Student supervision and activity support

Domínio Zeladoria

Brazil | July 2012 – April 2013

Receptionist

- Front desk service and access control

EDUCATION

SENAC – Associate Degree in Human Resources Management (2017 – 2019)

Estevam Ferri High School – High School Diploma (2003 – 2005)

SKILLS

Human Resources (Entry-level), Customer Service, Administrative Support, Reception, Records Organization, Teamwork, Hospital Environment Experience, International Experience

CAREER OBJECTIVE

To obtain a position in Human Resources or Administrative Support, where I can apply my knowledge and grow professionally.