

Drielly Brito

CONTACT

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EDUCATION

High School Diploma
Completed

Administrative Technician
Institution: ProZ
2022 – 2024

Security Administration
Institution: Portal IDEA
Completed in 2025

LANGUAGES

- **Portuguese:** Native
- **English:** Basic / Currently learning

Additional Information

- Experience in cleaning services, hotels, restaurants, and general labor
- Willingness to learn new tasks and work flexible schedules

PROFESSIONAL SUMMARY

Hardworking, reliable, and dedicated professional with experience in cleaning services, restaurant work, hotel and resort support, park services, customer service, and administrative assistance. Experienced in maintaining clean and organized environments, following routines and safety standards, assisting customers and guests, and performing general support tasks.

Accustomed to fast-paced work environments, teamwork, and following instructions. Known for being punctual, responsible, organized, and committed to quality work. Fast learner, adaptable, and motivated to learn new tasks and contribute positively to the team. Seeking a temporary job opportunity in the United States under the H-2B visa program.

PROFESSIONAL EXPERIENCE

Administrative Assistant / Purchasing Assistant **07/2023 – 11/2025**

- Administrative support, spreadsheets, and order processing
- Customer service, emails, and phone calls
- Inventory control and supplier contact

Additional Work Experience (Informal)

- Cleaning services and housekeeping
- Restaurant support (cleaning, organization, dishwashing)
- Park and outdoor services
- Childcare support

SKILLS

- Cleaning and sanitation of rooms, bathrooms, and common areas
- Organization and maintenance of clean environments
- Housekeeping support (hotel and resort)
- Restaurant support (cleaning, organization, dishwashing, and general assistance)
- Customer service and guest assistance
- Ability to follow cleaning routines and safety standards
- Attention to detail and quality work
- Teamwork
- Responsibility and punctuality
- Adaptability and fast learning
- Ability to work in fast-paced environments