

Resume

Personal Data

Name: POLIANA GOMES BARRETO

Date of Birth: 04/19/1995

Marital Status: MARRIED

Driver's License: New Hampshire

Address: 1 BOG BROOK RD APT 8, LINCOLN NH

Phone: (954) 624 5458

Email: polly.ata95@gmail.com

Education

High School Diploma (Completed)

Professional Courses

- Administrative Assistant Course – Instituto Vitae;
- Decorated Nails Course – Instituto Universal Brasileiro;
- Fiberglass Nails Course – Associação Brasileira de Educação a Distância.

Professional Experience

5º - Caregiver & Housekeeping Assistant

- Private Residences / Assisted with daily care activities / Performed general cleaning and organization.
Feb 2021 – Jun 2021

4º - Color Visão do Brasil – Acrylic Industry Ltda.

- Assisted in acrylic manufacturing processes / Supported production line operations / Maintained organization and quality standards.
Sep 2014 – Aug 2016

3º - Oriental Calçados – Shoes Store

- Customer service and sales assistance / Product organization and inventory support.
Apr 2014 – Sep 2014

2º - CAICA – Center for Integral Care of Children and Adolescents (Araçatuba/SP)

- Administrative support / Document organization and customer assistance.
Feb 2013 – Feb 2014

1º - Babysitter (Araçatuba/SP)

- Childcare and daily supervision
Nov 2011 – Dec 2011

Professional Objective

“To develop and improve my professional skills, contributing positively to the work environment and collaborating effectively with the team.”