

NAIANA BARRETO DE CARVALHO

Hospitality | Customer Service | Operations | General Labor
Brazil
Phone: +55 83 99141-2020
Email: naianabarreto@gmail.com

Eligible to participate in the H-2B Visa Program

Professional Profile

Motivated professional with international experience in hospitality support, customer service, administration, cleaning services and security. Adaptable, dependable and eager to learn new roles. I am open to opportunities in hospitality, resorts, restaurants, housekeeping, laundry, food service, maintenance support, warehouse, customer service and other operational positions. I have two dependent children and am fully prepared to relocate with them if permitted; this will not affect my availability, commitment or work performance.

Core Skills

Customer Service, Housekeeping, Cleaning Procedures, Teamwork, Organization, Time Management, Adaptability, Fast Learner, Microsoft Office, English (Intermediate), Portuguese (Native), Spanish (Basic).

Professional Experience

Housekeeping Team Member – Orlando, Florida, USA: Cleaning guest rooms, bathrooms and common areas; replacing linens; following quality and safety standards; reporting maintenance issues; working efficiently with a team.

Administrative Assistant – Brazil: Office routines, document organization, scheduling and customer support.

Sales & Customer Service – Brazil: Customer assistance, sales support, inventory organization and relationship building.

Security Officer – Brazil: Facility monitoring, access control, visitor assistance and incident reporting.

Volunteer Experience

Community volunteer supporting events, children and families.

Education

High School Diploma – Brazil

Certifications

Private Security Officer Training; CCTV Monitoring; Administrative Assistant; Microsoft Office; Customer Service.

Objective

To obtain an opportunity with a U.S. employer through the H-2B visa program where I can contribute my dedication, work ethic, adaptability and willingness to learn. I am available for a variety of positions and committed to delivering excellent results.