

CLISLAINE MARIA TEIXEIRA

São Lourenço da Mata, Pernambuco, Brazil
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PROFESSIONAL SUMMARY

Hospitality and Tourism professional with a Bachelor's Degree in Tourism and 5 years of experience in hotel front desk operations. Experienced in guest services, reservations, customer service, and event support. Reliable, organized, and adaptable, with experience in an international hotel environment.

PROFESSIONAL EXPERIENCE

Mercure Recife Navegantes — Accor | Recife, Brazil

Front Desk Receptionist | 2017–2022

- Assisted guests with check-in, check-out, reservations, and requests.
- Provided customer service and information about hotel services.
- Handled telephone calls and reservation-related tasks.
- Supported hotel events, meetings, and daily operations.
- Maintained an organized and professional front desk.

Federal Institute of Pernambuco (IFPE) | Recife, Brazil

Administrative & Events Intern | 2013–2015

- Supported the organization of institutional events and conferences.
- Assisted with administrative and event-related activities.
- Provided support to staff and event participants.

EDUCATION

Federal University of Pernambuco (UFPE) — Recife, Brazil
Bachelor's Degree in Tourism | 2015

LANGUAGES

Portuguese — Native
English — Intermediate
Spanish — Basic

ADDITIONAL INFORMATION

Available for temporary hospitality and tourism positions in the United States. Open to relocation.