

DIÓGENES LACERDA

Remote Work Candidate | General Support | Customer Service

Bolivia | Email: [seu e-mail] | Phone/WhatsApp: [seu número]

PROFESSIONAL SUMMARY

Responsible and hardworking professional seeking an entry-level remote opportunity in general support, data entry, customer service, or administrative assistance. Practical experience in farm work, truck and pickup driving, hotel cleaning, construction support, cattle handling, and general work activities. Willing to learn new tasks, follow instructions, and work responsibly.

LANGUAGES

- Portuguese — Native
- Spanish — Basic to Intermediate
- English — No speaking ability

KEY SKILLS

- General support and organization
- Basic computer and internet use
- Email use
- Data entry and information organization
- Following instructions and work routines
- Responsible and punctual
- Willingness to learn

WORK EXPERIENCE

Farm and Agricultural Work

Practical experience with cattle handling, manual milking, cattle vaccination support, calf separation, farm logistics, and general agricultural tasks.

Truck / Pickup Driving

Practical experience driving trucks and pickup vehicles, including Mercedes-Benz 1620 and Ford F-1000.

Hotel Cleaning / General Services

Experience with cleaning and general service tasks, following routines and maintaining organized work areas.

Construction Support

Experience assisting with general construction tasks and physical work.

EDUCATION

Medical Degree Program — Currently studying medicine in Bolivia

ADDITIONAL TRAINING

- Forklift training/course
- Practical experience with agricultural equipment, including Massey Ferguson tractors

REMOTE WORK INTEREST

Interested in entry-level remote opportunities compatible with my current language and professional skills, including data entry, general support, administrative assistance, and customer service in Portuguese or Spanish.

REFERENCES

Available upon request.