CARLOS EDUARDO RAMOS RODRIGUES

GENERAL LABOR • CONSTRUCTION • CLEANING • OPERATIONS

+55 61 99121-0180 | kdu007@gmail.com | Brazil

PROFESSIONAL PROFILE

Reliable and versatile professional with more than 20 years of experience in public service and hands-on experience in construction, renovation, post-construction cleaning, materials management, team coordination and customer service. Experienced in planning daily activities, coordinating workers, purchasing and delivering materials, inspecting completed work and communicating directly with customers. Responsible, adaptable and willing to learn new tasks and contribute to seasonal work environments. Available for seasonal H-2B employment and willing to relocate within the United States.

CORE SKILLS

General Labor • Construction & Renovation • Post-Construction Cleaning • Painting & Finishing • Materials Handling • Property Maintenance Support • Team Coordination • Purchasing & Supplies • Workplace Organization • Customer Service • Adaptability to Seasonal Work • Operational Support

WORK ATTRIBUTES

- Reliable and responsible
- Adaptable to different tasks
- Strong work ethic
- Team-oriented
- Willing to learn

LANGUAGES

- Portuguese — Native
- English — Basic / Studying

EDUCATION

Bachelor's Degree in Business Administration
Faculdade Anhanguera — 2010

MBA in Investments, Financials and Private Banking
IBMEC Educacional Ltda. — 2019

WORK EXPERIENCE

OWNER / OPERATIONS MANAGER — Dr. Resolve Obras e Reformas
2012 – 2015 | Brazil

- Managed residential and commercial construction and renovation projects from initial client contact through final delivery.
- Prepared project estimates and budgets according to client requirements and scope of work.
- Coordinated work teams of up to 10 employees and organized schedules for project execution.
- Purchased construction materials, communicated with suppliers and arranged deliveries to job sites.
- Monitored work progress and conducted on-site inspections during project execution.
- Performed and supervised painting, finishing and other renovation-related activities.
- Performed post-construction cleaning and prepared properties for final delivery.
- Conducted final inspections and communicated with clients to evaluate satisfaction after completion.

MUNICIPAL MANAGER — Municipality of Cidade Ocidental
2010 – 2012 | Brazil

- Coordinated municipal activities and supported the organization and execution of daily operations.
- Worked with teams, schedules, administrative processes and service demands.
- Followed operational activities and helped ensure that assigned tasks were completed as planned.
- Communicated with employees, suppliers and members of the public as part of daily municipal activities.

MUNICIPAL TREASURER — Municipality of Cidade Ocidental

Career progression | Brazil

- Handled financial and administrative routines and maintained organized records and documentation.
- Worked with payments, purchasing-related processes and communication with suppliers and municipal departments.
- Performed responsibilities requiring accuracy, organization, confidentiality and attention to deadlines.

MUNICIPAL LIBRARY MANAGER — Municipality of Cidade Ocidental

2016 | Brazil

- Managed daily library operations, organization of materials and service to the public.
- Maintained an organized environment and supported routine activities and customer service.
- Worked directly with the public and handled daily operational responsibilities.

H-2B AVAILABILITY

Available for seasonal H-2B employment. Willing to relocate within the United States and perform general labor, construction, maintenance support, landscaping/grounds, cleaning/housekeeping, hospitality support and other seasonal duties consistent with the employer's job order.