

## FRONT DESK ATTENDANT

### Summary

Graduated Bridgewater State University in May 2015 with a Bachelor's degree in Aviation Management and recently started the MBA Aviation program at Embry-riddle Aeronautical University at the Worldwide campus with a concentration on International Business.

### Highlights

- Double Citizenship: American and Brazilian.
- Excellent english communication skills
- Problem solving abilities
- Decisive
- Critical thinking
- Business systems analysis

### Interests

Aviation Enthusiast and commercial pilot licensed by both ANAC and FAA.

### Languages

Bilingual Portuguese/English

### Experience

Front Desk Attendant 05/2015 to 10/2015 Company Name City , State

- FBO business.
- Direct service to private airplanes.
- Marshaling, fueling and towing of aircraft.

Airline Operations Agent 05/2014 to 07/2014 Company Name City , State

- Aircraft transit coordinator.
- Dispatchment of company aircraft.
- Cargo Operations.

Ramp Agent 12/2013 to 05/2014 Company Name City , State

- Kept records of room availability and guests' accounts, manually or using computers.
- Assisted guests with any special requests during their visits.
- Performed bookkeeping activities, such as balancing accounts and conducting nightly audits.

### Education

Bachelor of Science : Aviation Management May 2015 Bridgewater State University City , State , United States Aviation Management concentration with in-depth knowledge of standard airline operations.

MBA : Aviation International Business Present Embry-riddle Aeronautical University City , State , United States Aviation International Business study and strategic planning for international operations of aviation related business' added to core business courses.

### Skills

- Aviation Management
- Flight of Aircraft
- English
- Managerial Strategic Planning