

# Lucas De Almeida Machado

Age: 21      Driver License Class: D (USA Standard)      City: Florianópolis/SC - Brazil

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## Professional Experience

**08/24 - 02/25** | Porto da Ilha Hotel

**Position:** Receptionist

**Function:** Welcome guests from various countries, always ensuring excellent service. Check documents and reservations, handle the entire check-in and check-out process, and follow the hotel's policies. In this role, I gained extensive experience supporting people from many countries.

**08/23 – 04/24** | The Church of Jesus Christ Of Latter-Day Saints

**Position:** Voluntary Service

**Function:** I served for 8 months as a missionary for The Church of Jesus Christ of Latter-day Saints in Buenos Aires, Argentina. In this role, I had extensive public contact, teaching and serving people.

**01/22 – 08/23** | Invisalign

**Position:** Administrative

**Function:** I was responsible for the preparation of sales and rental contracts, product invoicing, delivery planning, and assisting in the development and implementation of more productive work routines.

## Academic Background

**High School** | *Completed*

**Bachelor's Degree** | Software Development - Brigham Young University – Idaho | *In Progress 2024-2028*

## Languages

**Portuguese** – Native;      **Spanish** – Fluent;      **English** – Advanced

## Certifications

- English Certificate – EFSET C1 Advanced | Score: 68/100
- Customer Service – Sebrae
- Time Stewardship and Productivity – Kultivi

## **Skills & Abilities**

- Assembly and formatting of computers;
- Programming and Software Development
- Creativity
- Problem-solving
- Teamwork
- Proactive
- Customer Service

