



DATA

Name: Bruna Luana Gonzalez Klamt

Date of birth: 10/06/1996

Gender: Female

Age: 28

Nationality: Paraguayan

Marital status: Single

CI:4.953.800

PROFILE

I am a responsible, flexible, committed, hard-working, honest, active, dynamic person. In addition to adapting to changes, I have the ability to work in a team under high-pressure conditions, with the initiative to solve problems efficiently and achieve the goals or objectives set by the company.

HOME

ASUNCION - Central Department,
Mburicao Neighborhood; Gaudioso
Nuñez Street and Cerro Cora

CONTACT

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+595 0983 585 261

+595 0983 467 436

EMAIL:

brunagonzalez100696@gmail.com

BRUNA LUANA GONZALEZ KLAMT

WORK EXPERIENCE

ITAIPU Binational | 2021 – 2024

Financial Assistant - Financial Office

- Reception, registration and tracking of documents.
- Inventory management and control.
- Prepare and send periodic notes and reports.
- Performing elementary calculations.
- General management.

Villa Morra Cooperative LTDA | Jun 2018 - Jun 2020

Head of Credit Cards

- Supervision and control of daily card operations (placement and collection).
- Management and innovation of the card system in general.
- Support to business areas in the execution of innovative projects.
- Information.
- General management.

La Gringa Food Truck | 2015 - 2018

Owner

- Administrative Services Manager.
- Product quality assessment.
- Coordination of daily restaurant operations.
- Training employees on good service practices.

Altatec SA | 2014 - 2015

Administrative Secretary

- Reception, storage and drafting of documents.
- Attention and recording of commercial telephone calls.
- Performing elementary calculations.
- Logistics management.
- Monthly invoice control.

LANGUAGES:

Portuguese: Mother tongue

Spanish: Mother tongue

English: Speak and write

REFERENCE:

Employment Reference

Mr. Julio Peralta Deggueller

0971 917 786

Dr. Carlos Fabian Dominguez

0981 414 628

Mr. Marino Navarro

0981 154 735

Personal Reference

Mr. Mario Pairet

0981 632 000

Dr. Airyna Ramirez

0971 710 730

EDUCATION

Paraguayan German Private Institute IPPA | 2011-2013

Bachelor of Science

American Flight School | 2014 - 2015

Cabin Crew

- Customer service.
- Passenger security and surveillance services.

San Carlos University | 2022 - 3rd Year in progress

Bachelor of Environmental Sciences

TRAININGS

Job training with certificates | 2019

- Money Laundering Prevention Course.
- Collections Management Course breaking paradigms.
- Training in the use of credit cards and management of the Procard system.
- Training in transformational leadership and effective communication.
- Work Optimization Training – Teamwork SUCCESSFUL GOALS.

CAPABILITIES

- Handling Office packages.
- Advanced Secretarial Typing.
- Effective communication skills.
- Growth Mindset: Drive, Curiosity, Ambition.
- Ability to solve problems IN AN AGILE AND DYNAMIC WAY.
- Effective teamwork.
- Unbreakable and inexhaustible desire to learn.
- Knowledge in social media management and computer tools

"As a SPA receptionist on a cruise ship, I aim to contribute my experience in customer service and interpersonal skills to ensure a unique and enjoyable experience for guests. I excel in my commitment to excellence, adaptability to multicultural environments, and ability to work under pressure. I am motivated to grow professionally in a dynamic setting, bringing a proactive and service-oriented attitude with the goal of becoming a valuable asset to the company."

