



MATTHEW EMAN ANGELO M. ESTEMBER

Administrative Aide

OBJECTIVES:

- To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.
- To fully utilize my training, achievements and skills so that I can make a significant contribution to the organization or company.

CONTACT

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HOBBIES

Watching Sci-Fi movies
Decluttering
Playing Online PC games
Going for Long Rides with my Motorcycle

EDUCATION

College: Palompon Institute of Technology

Graduated
2018-2022

Highschool: Notre Dame of Jaro Inc.

Graduated
2012-2018

Elementary:

Graduated
2006-2012

WORK EXPERIENCE

Mancao E-connect Business Solutions (Call Center Agent)

September 19, 2022- November 20, 2022

They gave us seasonal accounts. All calls are outbound so effective communication skills were to be used effectively and efficiently.

Twen Tea Six (Bartender)

September 2021- May 2022

I would cater incoming orders from dine in and for delivery. I'd make the customers custom drinks and cook food for them.

SKILLS

Communication skills	80%
Management skills	90%
Adaptability skills	100%
Interpersonal Skills	80%
Proficiency in Computer	85%