



MATTHEW EMAN ANGELO M. ESTEMBER

PROFILE

Dedicated and results-driven person with a proven track record of optimizing office operations to enhance efficiency and productivity. Adept at managing administrative

processes, implementing organizational policies, and providing exceptional support to executive teams. Possesses strong organizational and multitasking abilities, coupled with excellent communication skills to facilitate seamless internal and external collaborations. Committed to maintaining a professional and positive work environment.

CONTACT

PHONE:
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09856191271

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Matthew.estember25@gmail.com

HOBBIES

Reading articles and current events
Traveling
Learning to play Violin
Meditation

EDUCATION

Palompon Institute of Technology

2018 - 2022

Bachelor of Science in Hospitality Management

Notre Dame of Jaro Incorporated

2012 - 2018

WORK EXPERIENCE

Freight Process Outsourcing Solutions Inc. (Advisor)

September 2023–December 2023

Provide expert advice and guidance to clients, customers, or team members based on a thorough understanding of the subject matter.

Metro Retail Stores Group Inc. (Visual Display Artist)

March 2023–July 2023

Responsible for designing and implementing visually compelling displays that enhance the aesthetic appeal of the retail environment or exhibition spaces.

Clever Master General Services (Housekeeping)

December 2022–July 2023

Played a crucial role in maintaining a clean and sanitary environment, ensuring a comfortable and safe space for residents, guests, or staff.

Mancao E-connect Business Solutions (Sales Agent)

September 2022–December 2022

Primary responsibility will be to meet and exceed sales targets through effective communication, strategic prospecting, and delivering exceptional customer service.

SKILLS

Computer Literacy
Microsoft Excel, PPT, and Word
Organizational Skills
Project management
Versatility



Edit with WPS Office