

Matthew Eman Angelo

Estember

Instru

Contact

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Objective

Maintains office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions

Education

Palompon Institute of Technology
Palompon, Leyte
BS in Hospitality Management

Experience

August 2023- Present
Chat Advisor • Freight Process Outsourcing Solutions Inc.

March 2023-July 2023
Visual Display Artist • Metro Retail Stores Group Inc.

September 2022-May 2023
Bartender • Twen Tea Six

Key Skills

Leadership
Project Management
Organization
Interpersonal skills
Teaching skills

Responsibilities: connects with customers through instant messaging on a business's website or mobile app. Provides technical support, resolve customer service inquiries, or offer additional forms of real-time problem-solving.

Communication

Implemented new procedures and technologies that improved efficiency and streamlined operations.

Leadership

Successfully led a team to exceed sales goals while maintaining excellent customer satisfaction scores.



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