

Matthew Eman

Angelo Estember

Contact

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Education

Palompon Institute of Technology
Palompon, Leyte
BS in Hospitality Management

Key Skills

Leadership
Project Management
Organization
Interpersonal skills
Problem-solving

Objective

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

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

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.