



SKIPPER MATTHEW A. PALOMA

Email: skipperpaloma@gmail.com

LinkedIn: www.linkedin.com/in/skipper-paloma

Contact #: 09055544025

Address: 181 Q 25th Avenue East rembo Makati city

PROFESSIONAL CAREER

Marketing Intern | Figaro Coffee Company Boni. Mandaluyong City
March 2019 - June 2019

- inventory managed marketing materials and archived the order and delivery receipts using Microsoft excel and organized a folder system in drawers making it easy to track previous transactions.
- Participated in the videography and photography of the company's products to produce marketing materials.
- Organized the storage of advertisement products to make its flow of replenishment and delivery easier.

Customer Service Representative | Harte Hanks, Taguig city
August 2018 - July 2021

- Guided the customers using standard procedures to resolve their technical and billing concerns.
- Empathized with the concern of the customers to give them the assurance that the company will resolve their issue regarding the company's product.
- Fact-checked and Oversaw the accounts of customers if there is a need for information updates securing their accounts from fraud and system issues.

SKILLS & ABILITIES

- HTML
- CSS
- Javascript
- SQL
- Microsoft Office Programs
- Google Workspace
- Event Management
- Research and Data collection
- Canva
- Great communication skills (Verbal and Written)

PERSONAL PROFILE

I'm a passionate leader and a volunteer in my community. I am good at analyzing, empathizing, and multi-tasking making me a good communicator and problem solver. I have a passion for learning new things; I believe that a productive conversation starts with listening.

ACCOMPLISHMENTS

- Vice President for Development | Core PH
Developed strategies for executing and organizing the leadership events we create to make the participants enjoy and learn at the same time. I also guide my fellow officers on how to implement the strategy that would improve the result of the events. I maintain the connection between all the officers to increase teamwork efficiency.
- Project Manager | IET SOCIETY AT RTU
Supervised the execution of the projects to achieve a low level of inefficiency. Participated in the decision-making during the strategic planning that helped the students in our course BSIE.

CERTIFICATIONS

- Lean six sigma Yellow belt (2022)
- Arizona State University: Greener Apron, Sustainability (2022)
- TESDA NCII: Consumer Electronics (2015)
- Google Certificate in Foundations of Project Management (2021)
- Google Certificate in Foundations: Data, Data, Everywhere (2021)
- SQL for Data Science at UC Davis (2023)

ACADEMIC HISTORY

RIZAL TECHNOLOGICAL UNIVERSITY
DIPLOMA IN INDUSTRIAL ENGINEERING
TECHNOLOGY