



SKIPPER MATTHEW A. PALOMA

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Portfolio: <https://skipper-paloma.vercel.app>

Github: <https://github.com/Kypso18>

PROFESSIONAL CAREER

Marketing Intern | Figaro Coffee Company Boni. Mandaluyong city

March 2019 - June 2019

- Managed marketing materials and archived files using Microsoft Excel which is used by different departments.
- 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

- Communicated with the customers to resolve their technical and billing concerns.
- Fact-checked and oversaw the accounts of customers if there is a need for information updates securing their accounts from fraud and system issues.

Barista | Starbucks

Taguig city

May 2022 - August 2022

- Worked as a team player to be able to serve fast-phase customers with quality and integrity.
- Practiced lean principles in every action we do to cater to the demands that our store branch is facing.

KEY SKILLS

- 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 an aspiring web developer equipped with HTML, CSS, JAVASCRIPT, and SQL skills and I also have a knack for being artistic and creative. 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 and cultivating myself which makes me adaptable.

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)
- KodeGo Bootcamp: Full-Stack Web Development (2023)
- 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