



# MATTHEW GUPONG

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Dubai, United Arab Emirates

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Detail-oriented professional looking to experience handling client communications and skills in file management to work for a company with a clear mission statement and room for long-term growth.

Skills: Communication, Event Management, Adaptability and Attention to details.

## EXPERIENCE:

Jan 2017 – 2022

### **Freelance Event Coordinator**

Davao City, Philippines

Plan, manage and organize both public and private events including cultural festivals, music celebrations and private weddings. Scout locations, communications with suppliers and creates / designs the events venue.

Jan 2014 - 2017

### **Customer Service**

Davao City, Philippines

Takes customer's required pots sizes, quantity and designs. Provides information on readiness and delivery time. Listens and handles customers' complaints and suggests information's to resolve issues. Opens customers' accounts by recording the information manually by books.

## EDUCATION:

June 2015 – 2019

### **Bachelor of Science in Tourism Management**

University of Mindanao, Davao City Philippines

Union of Future Tourism Student – President year 2016 | Faculty award for academic efforts year 2017 | University society leadership member year 2017-2018

## OTHER INFORMATION:

Male, Single, 25 years old, Filipino National

Tourist Visa valid until 14<sup>th</sup> December 2023