

HJ Karl B. Matos

Souris, PE Canada

1902-215-8304

hjkarlmatos@gmail.com

Objective:

Motivated and detail-oriented individual seeking a position to leverage strong organizational and cleaning skills. Eager to contribute to maintaining a clean and welcoming environment. Quick learner with a strong work ethic, seeking an opportunity to gain more hands-on experience in the housekeeping industry.

Education:

Bachelor of Science in Electrical Engineering

Mindanao State University *Iligan Institute of Technology*

Iligan City

July 2020

Canadian Equivalency: Bachelor's degree (four years)

Training Certificate:

- OSHC Webinar Series Episode 3: Scaffolding Safety topic May 27 - June 3, 2022
- Construction Occupational Safety and Health -SO2 Certificate # COSH-178-16812 May 21. 22. 27 - 29. 2022
- OSHC Webinar Series Episode 2: Accident Investigation May 27, 2022
- Industrial Safety and Safety Management Seminar March 23, 2019

Skills:

- Strong verbal and written communication skills.
- Aptitude for multi-tasking.
- Ability to work independently or in a team.
- Ability to stand for extended periods of time.
- Knowledge of following instructions and learning new techniques.
- Strong time management skills in order to ensure all work is completed by the end of shift.
- Critical thinking and creative problem solving.
- Have strong process orientation and good organizational skills with keen attention to details.
- Possesses a combination of strong work ethics and effective intrapersonal skills.
- Familiar with the use of basic hand and power tools.
- Can work even under minimum supervision.
- Knowledge of safe and efficient cleaning practices.
- Developed and implemented a systematic approach to daily cleaning routines in personal living space.

Experience:

Engineer - Home Based

Energywise Pty Ltd

August 2022 - Present

- Remote at Sydney NSW 2000, Australia
- Designing, maintaining, implementing, or improving electrical instruments, facilities, components, equipment products, or systems for industrial, commercial, or domestic purposes.
- Performing a wide range of engineering tasks by operating computer-assisted design or engineering software and equipment.
- Conferring with customers, engineers, and others to discuss existing or potential engineering products or projects.
- Writing reports and compiling data regarding existing and potential electrical engineering projects and studies.

Manga Barangay Hall - Volunteer

May 2020 - June 2021

- Perform light housekeeping and cleaning duties.
- Launder clothing and household linens.
- Assisted in organizing and executing community cleanups.
- Worked collaboratively with a team to ensure public spaces were clean and safe.
- Feed and assist in feeding programs.

On the Job Training - Iligan City

Mabuhay Vinyl Corporation

June - August 2019

- Assigned in Electrical Department
- Finished 320 Hours

References:

Available upon request.