

**Matt Cabildo**  
2 Rua Da Prata FL. 4 F San  
Tou Kok Macau Sar  
**Email: cabildomatt@gmail.com**  
**Phone Number: +853 661-82549**

**Objectives:**

- A result-oriented assembler, having seven years of expertise in interpreting blueprints, handling pneumatic tools, and managing the final assembly seeks a role in a reputed organization to ensure accurate mechanical assembly and quality assurance controls.
- Experienced Cleaner / Housekeeper looking for a position in the commercial cleaning industry where I can use my exceptional cleaning skills and four years of expertise to help ensure businesses maintain professional standards in cleanliness and safety protocols. Willing to work flexible hours, including nights and weekends.
- The Messenger will be responsible for delivering messages, packages, and other items to various locations. They will be required to maintain accurate records of deliveries and ensure timely and safe delivery of items. The Messenger will also be responsible for maintaining the company vehicle and ensuring it is in good working condition.

**Work experience:**

**Assembler / Delivery Man - Kinsan Furniture's - September 17, 2020 to Present :**

- Prepare, sand and trim wooden furniture using hand and power tools.
- Assemble wooden or metal furniture and fixture parts to form sub-assemblies and complete articles using hand and power tools.
- Assemble a combination of parts made of wood, metal, plastic or cane or other materials to form sub assemblies or complete furniture articles.
- Reinforce assembled furniture and fixtures with dowels or other supports.
- Install hardware such as hinges or clasps on furniture and fixtures.
- Complete assembly of high-end custom residential cabinetry.
- Install hardware (hinges, pullout systems, etc.) to finished cabinetry, as per specs provided by engineering.
- Inspect parts to ensure they meet engineered specifications.
- Wrap and label trim, panels, and fillers to ensure safe transportation during delivery.
- Help maintain an organized and tidy workspace to ensure smooth processes and enable your team to produce the best quality products.
- Collaborate with other team members to ensure production requirements are met safely and efficiently.
- The Work. Loading, securing and unloading furniture into the delivery vehicle, safely transport without damage and deliver to customers. This requires bringing furniture into homes/buildings and setting up/building pieces.

**Cleaner / Housekeeper - East Sun Cleaning Services Limited -  
September 2016 - September 16, 2020 :**

- Cleans hotel restrooms.
- Make up beds and change linens as required.
- Cleans the rooms.
- Dust furniture.
- Provide basic information on hotel facilities.
- Attends to guest request.
- Reports any damage, maintenance problems, safety issues to superiors.
- Assist guest by providing detailed information.
- Performs timely task as ordered by superior.
- Effectively cleans and disinfects school restrooms.
- Responsible for replenishing restrooms supplies.
- Gathering and emptying trash.
- Moved furniture as requested.
- Mopped floors time to time.
- Cleans and disinfect patients' bathroom and public restrooms.
- Collects and empty trash bins and ensure proper disposal according to hospital requirements.
- Mopped floor from time to time.
- Ensures restrooms supplies are always available.

**Messenger - June 21, 2012 to January 31, 2013 - ISS Facility Services :**

- Securely delivers packages, documents, written and verbal messages, and other items to intended location or recipient in a timely manner.
- Manages incoming mail so that it is opened, sorted, and distributed in a professional and timely manner. Processes outgoing mail.
- Deliver messages, packages, and other items to various locations.
- Maintain accurate records of deliveries.
- Ensure timely and safe delivery of items.
- Maintain the company vehicle and ensure it is in good working condition.
- Communicate with clients and customers in a professional and courteous manner.
- Follow all traffic laws and regulations.
- Report any accidents or incidents to the appropriate authorities.

**Education and Certifications:**

**College:**

Metropolitan Hospital College of Nursing - 2005 - 2007  
*Masangay Sta. Cruz, Manila Philippines*

St. Augustine School of Nursing - (Care-giving NCII) - 2009 - 2010  
*Espana, Manila , Philippines*