

Yatson Matais

FOUNDER · OPERATIONS & MANAGEMENT

0906 388 9875

yatsonmatais@gmail.com

Quezon City, Philippines

Hiring Manager

[Date]

[Company Name]

[Company Address]

Dear Hiring Manager,

I am writing to express my interest in a **management position** with [Company]. I founded and run two companies, an events-management firm and an early-stage technology startup, and I have spent the last few years doing the daily work of management myself. That means setting direction, building and leading teams, owning the budget, and turning ideas into operations that actually run.

At **Cabana Club**, the events-management company I founded and lead, I am accountable for the full picture. That covers client relationships, event operations, staffing, vendor negotiation, and the money behind every project. Delivering events on time and on budget has taught me to lead under pressure, keep a lot of moving parts in order at once, and hold a team to a high standard.

Through **WEEBIE**, my technology startup, I have taken on the earlier and less certain side of leadership. I shape the product direction, decide where limited resources go, and build something from nothing. It has sharpened how I think about strategy, execution, and getting the most out of a small, capable team.

That instinct to lead started before either company. As **Marketing Head** for a student organisation during my studies, I learned early how to rally people around a shared goal and deliver as a team. I carried that through Xavier School and a **BS in Entrepreneurship** at De La Salle, where my practicum earned a **Silver Best Practicum Award**. It is the same ownership mindset I bring to work every day.

I would welcome the chance to bring that same ownership, accountability, drive, and a habit of getting things done to your team. Thank you for your time and consideration. I would be glad to discuss how I can contribute.

Sincerely,

Yatson Matais

FOUNDER, CABANA CLUB & WEEBIE

Yatson Matais

FOUNDER · OPERATIONS & BUSINESS MANAGEMENT

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Quezon City, Philippines

Founder of two companies with hands-on experience across operations, team leadership, marketing, and business management. I own outcomes from strategy and budgets through to execution and delivery, and I am looking for a management role where a builder's mindset and real ownership drive results.

EXPERIENCE

Founder & Managing Director · Cabana Club

2025–PRESENT

Events-management company · Quezon City

- ◆ Founded and run a full-service events-management company, responsible for strategy, operations, and the bottom line.
- ◆ Handle event delivery from the first client meeting to on-site execution, including planning, staffing, and vendor negotiation.
- ◆ Build and direct project teams, setting standards and coordinating multiple stakeholders to deliver on time and on budget.
- ◆ Grew the business through referrals and repeat clients, building a reputation for reliable, well-run events.

Founder · WEEBIE

2026–PRESENT

Technology startup · Quezon City

- ◆ Founded an early-stage technology startup, setting product vision and company direction from the ground up.
- ◆ Decide where limited time and money go across product, operations, and reaching customers, so a small team can move fast.
- ◆ Turn ideas into finished products and processes the team can repeat.

Marketing Head · Student Organisation

DURING UNIVERSITY

De La Salle University

- ◆ Led marketing and communications for a student organisation, planning campaigns and coordinating a volunteer team.
- ◆ Drove awareness and turnout for organisation initiatives and events.

EDUCATION

De La Salle University

BS Entrepreneurship
CLASS OF 2026

SILVER · BEST PRACTICUM AWARD

Xavier School

High School Diploma
CLASS OF 2022

LANGUAGES

English · Professional working proficiency
Filipino · Native / bilingual

CORE SKILLS

Leadership & Team Management

Operations Management

Event Management

Business Development

Marketing & Brand

Budget & Financial Oversight

Client & Vendor Relations

Startup & Product Strategy

Project Coordination

Negotiation