



JOSE CARLO LUIS  
B LABALAN

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## PROFESSIONAL SUMMARY

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Motivated and friendly worker with a flexible schedule and willing to work weekends. Work collaboratively with team members and provide excellent service. Works well independently to handle assignments and always ready to go beyond basics assignments. I may not have all the experience you would prefer, but I believe my enthusiasm and willingness to learn make me a strong candidate.

## WORK EXPERIENCE

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**Reseller, Self-employed**, Sep 2018 - May 2023, Cainta Rizal, Philippines

- Lent customer service and communications support via email, text, phone, or live chat.
- Posted and sold collectibles and other items online.
- Listed for-sale items online with detailed photographs and descriptions.
- Helped customers find desired items and sizes by closely supporting each person throughout the buying process.
- Answered customer phone calls to address concerns and questions.

**Sales Associate (Diamond Motors), Mitsubishi Motors**, Feb 2015 - Jan 2016, Pasig, Philippines

- Embodied company mission and values through honesty, integrity and high-quality performance.
- Assisted with store recovery to maintain clean and organized sales floor throughout shift.
- Supported cashiers and customers to locate products, confirm prices, and replenish stock.

## EDUCATION

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High School Diploma  
**St. Joseph's College** - Quezon City, Philippines

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## SKILLS

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- Manage inventory
- Merchandise products
- Customer service
- Motivation
- Monitor security
- Teamwork
- Task prioritization