



ABOUT

SALES REPRESENTATIVE

Friendly and hardworking call center agent with almost 2 years experience in handling sales and customer service. Seeking to use proven skills in problem solving and communication to provide expert service to our valued customers. With a good percentage in sales and was able to attained zero call out from previous job.



(63) 915 152 2156
clairejen0723@gmail.com



Baguio City,
Philippines

EXPERTISE

Polite
Punctual
Kind
Organized
Confident

Jenny Claire Isla

EDUCATION

Primary / 1999-2000 Don Rufino Tabayoyong School
Laoac, Pangasinan

Secondary / 2003-2004 San Jose High School
La Trinidad, Benguet

Tertiary / 2006-2008 University of Baguio
Gen. Luna, Baguio City

WORK EXPERIENCE

ABC360 PHILIPPINES LTD.

OCTOBER 2014-JANUARY 2020

ONLINE ESL TUTOR

- To provide quality education and the goal is to teach the English Language Proficiency Standard Course of Study to Chinese students whose first language is not English. Instructs English language learners to read, speak, listen, and write English, so they can achieve grade-level proficiency in all academic areas.

IHG PHILIPPINES

JUNE 2021-NOVEMBER 2021

RESERVATIONS SALES SPECIALIST

- Assisting and advising customers who may be choosing from a variety of travel options.
- Making reservations for customers based on their various requirements and budgetary allowances.
- Processing payments and sending confirmation details to customers. Up-selling, when appropriate, by informing customers of additional services or special packages, such as tour tickets, travel insurance, or upgraded seats/accommodations.
- Providing support to customers who may need to amend or cancel a reservation.

Jenny Claire Isla

LANGUAGES

English

Filipino

SKILLS

Sales
Representative

Ring Central

Google Suites

Canva

HOBBIES



WORK EXPERIENCE

TERRYS FLORIST

APRIL 2022-APRIL 2023

SALES VIRTUAL ASSISTANT

- Assisting customers in ordering flowers via phone
- Offering customers suggestions on color schemes, flower arrangements, and design
- Communicating with clients about order status, delivery schedules, and special delivery instructions
- Responsible for managing the timely completion of customer orders and delivery
- Consulting with customers on their budget and preferences and accordingly provide a quote.
- Assisting and providing customer service

REFERENCES

MARK LYLE MALAMION
Faculty Mentor
0932 617 2456

CHRISTOPHER RYAN CALUZA
Faculty Mentor
0966 465 3851

JULIANNE BITUIN BRIONES
Team Manager IHG Voice
0956 859 5472

ELVA LUZON
Team Leader
0906 149 4813