

# Jerick Cabarloc

365-476-7119

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Hamilton, Ontario

## PROFESSIONAL SUMMARY

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Experienced in data management, office operations, web development, and technical problem-solving. Proficient in creating reports, designing databases, and streamlining workflows using Microsoft Office, SQL, and modern web technologies. Strong in customer service, teamwork, and quickly adapting to new technologies, with a commitment to detail, organization, and continuous learning.

## WORK EXPERIENCE

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### Administrative Support Specialist

Majorel – Angeles City, Philippines

May 2018 - June 2022

- Asked probing questions to determine service needs and accurately input information into an electronic system.
- Performing quality control per client standard policies.
- Upheld quality control policies and procedures to increase client satisfaction.

### Site Supervisor

Loyalty Markets – Hamilton, Ontario

December 2022 - Present

- Efficiently arrange, organize, and maintain product displays on shelves, ensuring items are well-stocked, neatly arranged, and easily accessible to customers.
- Monitor stock levels and promptly replenish shelves to prevent out-of-stock situations. Report any discrepancies or damaged products to managers for resolution.
- Assist customers with locating products, answering questions, and providing friendly and helpful service.

## EDUCATION

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### Software Support – Computer System Technician

Mohawk College – Hamilton, Ontario

September 2022 – December 2024

### Bachelor Of Science in Computer Science

Holy Angel University – Angeles City, Philippines

June 2012 – April 2016

## SKILLS

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- **Data Management:** Proficient in organizing, analyzing, and maintaining data using Microsoft Excel, SQL, Python, Power BI, and other tools, ensuring accuracy and efficiency in day-to-day operations.
- **Web Development:** Skilled in designing, building, and maintaining websites using modern frameworks and technologies, focusing on user-friendly interfaces and functionality.
- **Communication & Collaboration:** Exceptional written and verbal communication skills, enabling smooth coordination within teams and with clients or customers.
- **Adaptability & Problem-Solving:** A quick learner, capable of efficiently mastering new tools and technologies, with a knack for creatively resolving challenges.