

## **Shane T. Ibay**

 Westwood Village, Canito-an,  
Cagayan de Oro City

 [shaneibay123@gmail.com](mailto:shaneibay123@gmail.com)

+63 917 127 1534

### **Educational Attainment**

#### **Bachelor of Arts**

Major in English

Capitol University

Cagayan de Oro, Philippines

### **Skills**

Computer Literate

### **Personal Information**

Gender : Female

Birthdate : April 6, 1984

Height : 5'5

Civil Status : Married

Nationality : Filipino

## **Work Experiences**

### **Sole Proprietorship**

Bonhok Store

2020- upto Present

- Wholesaling and retailing
- Selling of rice, beers and softdrinks.
- Manage inventory and merchandising for retailers by counting stock, filling it in when needed and maintaining store displays.

### **Sole Proprietorship**

Bonhok Eatery and Resto Bar

January 2016- 2020

- Assisted the daily operations.
- Coordinating to staffs and observing the preparation of food.
- Maintaining inventories, adhering to food safety regulations and ensuring customer satisfaction
- Allocating resources and administering payroll.

### **Cabin Stewardess**

Costa Crociere

2006-2016

- Responsible of cleaning of 23 rooms twice a day exceeding its company standard.
- Upon the embarkation my duty is to meet the guest assisting their needs and ensuring their comfort upon their stay basic knowledge of different languages is a plus for them to feel at home during their stay.
- Working with minimum supervision regardless exceeding a working hour if needed.

### **Room Attendant**

Manila Diamond Hotel

Ermita Manila (5 Star Hotel, 2005)

- Provided comfort of guest by ensuring guest rooms were properly presented.
- Promoted positive image of the hotel to guest, must be pleasant, friendly and address guest request.

### **Office Assistant**

Villanueva Law Office

Polaris, Bel Air, Makati City

- Served as the first contact person of the Office.
- Maintain files to keep track of important documents, organize travel, manage inventory.