



IRA MARIE HINA

CONTACT

📞 09616523343

✉ iramarie699@gmail.com

📍 Zone 3, Taban, Minalabac, Camarines Sur, 4414

EDUCATION

Bachelor of Science in Hotel and Restaurant Management
Naga College Foundation / Naga City, Camarines Sur
2015 - 2019

SKILLS

- Organizational Skills
- Basic Computer Literacy skills
- Multitasking
- Customer Service Skills
- Adaptability

WORK EXPERIENCE

Pet Care Assistant December 3, 2022 - Present
Dog Coach Francis, Inc. | Greenheights Village, Parañaque City, Metro Manila

- Manage the daily activities of the dogs such as group play and training.
- Ensure to report to the team leader and supervisors every changes and improvement about the dogs.
- Maintain cleanliness and orderliness in the facility on the daily basis.
- Greet and assist clients every check in, check out, and visit of their dogs.
- Update owners everything about their dogs with approval of the supervisors.

Office Assistant January 2022 - May 2022
LGU MINLABAC - Office of Engineering and MMWS (Minalabac Municipality of Water Services) | Minalabac, Camarines Sur, Bicol

- Input all the data of water concessionaires into the system for the month's billing.
- Prepare the water bills of the water concessionaires.
- Prepare the application form and list of requirements for the new water concessionaires.
- Make sure all the complaints and requests of the concessionaires are recorded and submit to the supervisor.

Statistical Researcher June 2021 - August 2021
Philippine Statistics Authority - Camarines Sur | Naga City, Camarines Sur, Bicol

- Conducts a house-to-house survey on selected household on the assigned municipality.
- Gather a complete data needed and input to the company's system.
- Compile all the needed forms together with the gathered data and submit to the supervisor.

PERSONAL

Age: 23 years old
Date of Birth: October 6, 1999
Place of Birth: Project 8, Quezon City, Metro Manila

Religion: Catholic
Height: 5'2.5"

Housekeeping

Guest Hotel I Pili, Camarines Sur, Bicol

September 2019 -
February 2020

- Maintain the cleanliness and orderliness of the rooms.
- Makes sure all the amenities and furnitures are complete and in good conditions.
- Perform the inventory checking before and after of duty of the amenities, linens, towels, etc.
- Organizing all the amenities, linens and towels in cart before going on hallway and after leaving the hallway.