

MALVINA HASA

BRONX, NY 10463

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SUMMARY

Graduating college senior seeking career in Business and Healthcare industry/Healthcare Administration. Naturally adapt to assigned roles, whether as leader or team member. Accurate about all parts of tasks. Fair with, and earn respect of, others. Decisive, organized, and get things done. Create and enforce policies, procedures, and schedules that keep everyone effective and on track. Multilingual: Albanian, and Italian, in addition to English.

EDUCATION

BBA, Business for Health Professions, Brooklyn College/CUNY **Graduation date: June 2019**

- GPA 3.65/4.0
- Dean's List (Spring 2018), Seymour and Sylvia Memorial Scholarship **2018 - 2019**

BBA, University of Tirana, Faculty of Economics, Tirana, Albania **Graduation date: July 2013**

INTERNSHIP EXPERIENCE

Smilte, Ltd, Torino, Italy **October 2015 - January 2016**

Office Assistant

- Answered (and redirected when necessary) approximately 30 to 40 phone calls daily.
- Managed daily/weekly/monthly agenda for employees of 7 bars, 2 restaurants, and casino, on behalf of owner, and arranged new meetings and appointments.
- Filed and updated contact information for 40 employees, as well as clients, suppliers and external partners.
- Documented expenses and transaction procedures and reports for values up to €10,000.

WORK EXPERIENCE

Hersha Hospitality Management, New York, NY **June 2016 - February 2019**

Gallery Host/Bartender

- First contact for guest concerns, including information about menus, complaints regarding rooms, etc.
- Handled up to 100 guests daily, and generated approximately \$1,000 per day for lounge.
- Oversaw and maintained cleanliness and readiness of 4 small conference rooms for use of hotel guests.
- Kept management advised of all scheduled meetings, and requirements or special situations for guests or clients.
- Acted as Manager-on-Duty in absence of management.
- Directed proper meeting room set up/tear down for internal and external clients.
- Conducted walk-throughs of public areas and kitchen and provided follow up report/checklist to management.
- Ordered all food and beverage inventory.

Smilte, LTD, Torino, Italy **January - July 2016**

Bar Manager

- Managed business aspects of bar, such as keeping liquor license current, negotiating supplier contracts, taking inventory and reordering supplies, managing budgets, and setting goals.
- Created effective schedules and prepared payroll.
- Worked with diverse personalities of both staff and patrons.

ACTIVITIES

- Teach Mathematics problem solving skills (Freelancer)
- Practice Yoga
- Self-Studying Software Development