

# **Rashid Islam**

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## **SUMMARY OF QUALIFICATIONS**

- Over 10 years' experience working with disadvantaged and at-risk populations, including people who are homeless, in recovery or reentering society after incarceration
- Over 4,000 hours completed towards CADAC Certification
- Demonstrated ability to interview clients sensitively and facilitate groups of up to 16 people
- Trained to counsel clients in family dynamics, domestic violence, and opiate and other drug therapy.

## **WORK HISTORY**

### **Patient Aide**

2014 - 2016

TIFC, San Pedro, California

- Helped patients move in and out of beds, baths, wheelchairs
- Interacted with patients to keep them mentally healthy and alert
- Kept records of patient care, condition, progress, and problems to report to supervisor and other care providers

### **Counselor**

2006 - 2008

Successful Addiction Alternatives Counseling Services Vallejo, California

- Conducted intakes and interviews to compile client history and determine needs
- Facilitated educational groups to provide information and support to participants
- Performed duties and counseling services in a clinic that dispensed methadone
- Provided opioid therapy under the supervision of medical and psychiatric staff
- Maintained patient charts and assessment forms to inform doctors' decisions about dosing levels

### **Counselor/ Residential Manager**

2001 - 2005

Center on Juvenile and Criminal Justice, San Francisco, CA

- Conducted intakes and screening techniques using clinical strategies with clients
- Facilitated group meetings
- Made referrals to community services
- Maintained client records and prepared reports about interactions with clients

### **Housing Coordinator/ Counselor/ Facilitator**

1995 - 2002

Haight-Ashbury Free Clinic, San Francisco, CA

- Developed curricula and handouts for group sessions
- Kept attendance records and produced reports
- Counseled people in one-on-one sessions to facilitate housing
- Worked with other personnel and departments to identify appropriate referrals for participants

## **EDUCATION**

CAADAC Candidate (course and internship completed)

Expected 2017

A.A. Degree Candidate, College of San Mateo

Expected 2017

Certificate, Alcohol and Drug Treatment Program, College of San Mateo

1999

80%

C

1) After washing your hands, which item should be used to dry them?

- a) Clean apron
- b) Sanitized wiping cloth
- c) Single use paper towel
- d) Common used cloth

C

2) While washing dishes by hand, which item should you wear?

- a) Cutting glove
- b) Oven Mitt
- c) Rubber glove
- d) Nothing

D

3) When should you wash your hands?

- a) Before you start work
- b) After handling non-food items (garbage, money, cleaning chemicals)
- c) After using the restroom
- d) All of the above

B

4) If you need to move a heavy load, you should PULL and not PUSH the object.

- a) True
- b) False

e

5) Which of the following could you be at risk for getting burned from?

- a) Steam from boiling pots
- b) Hot liquids (coffee, soup, tea)
- c) Hot equipment (ovens, pots, chaffing dishes)
- d) Harsh chemicals
- e) All of the above

a

6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.

- a) True
- b) False

C

7) What should you do if you spill liquids or see a liquid spill?

- a) Leave it for someone else to clean-up
- b) Wait until the end of your shift to clean it
- c) Flag the spill and clean it immediately
- d) Not sure

C

8) When handling hot items you should?

- a) Wear rubber gloves
- b) No need to wear anything
- c) Use an oven mitt or dry cloth towel
- d) Nothing

a

9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?

- a) Rinsing
- b) Scraping
- c) Washing
- d) Sanitizing

B

10) What is the proper method for cleaning and sanitizing stationary equipment?

- a) Spray with a strong cleaning solution and wipe with a sanitized cloth
- b) Spray with a sanitizing solution, then rinse with clean water and dry
- c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
- d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution

**Cashier Test**

**Score / 15**

B

- 1) A roll of quarters is worth?  
a) \$5.00  
b) \$10.00  
c) \$15.00  
d) \$20.00

80%

A

- 2) A roll of dimes is worth?  
a) \$5.00  
b) \$4.00  
c) \$3.00  
d) \$2.00

D

- 3) A roll of nickels is worth?  
a) \$8.00  
b) \$6.00  
c) \$4.00  
d) \$2.00

A

- 4) A roll of pennies is worth?  
a) \$1.00  
b) \$0.75  
c) \$0.50  
d) \$0.25

C

- 5) What does POS stand for?  
a) Patience over standards  
b) Percentage of sales  
c) Point of sales  
d) People over service

8.5

- 6) What is the current sales tax rate in your city 8 1/2 % ? 0.75

C

- 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?  
a) \$4.06  
b) \$2.06  
c) \$7.06  
d) \$5.06

B

- 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?  
a) \$19.50  
b) \$14.50  
c) \$9.50  
d) \$4.50

D

- 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?  
a) \$6.00  
b) \$8.00  
c) \$10.00  
d) \$12.00

A

- 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?  
a) \$78.50  
b) \$58.50  
c) \$38.50  
d) \$28.50