

## Chris Manning

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Objective

To work in an environment where my accounting, business writing and people skills will greatly contribute to my employer.

Experience

Global Tech Instruments

10/2014 – 05/2015

Aviation repair quotes, invoicing, accounts receivables and payables in Quickbooks, inputting And updating orders in Access and Excel. Shipping globally and answering heavy phones.

Maaco Auto Collision and Paint

01/2010 - 10/2014

Bookkeeping in Quickbooks, accounts payables and receivables, payroll, bank Reconciliation, franchise taxes, obtain new accounts, sales, update Polaris Estimating System, answer heavy phones. Auto body and Paint Estimator, customer service.

Goodwill Industries

06/2006 - 06/2009

Employment Training Specialist for persons with physical and mental disabilities. Manage crisis intervention techniques. Prepare extensive documentation and monthly Reports on each client. Write policies and procedures for updating quarterly reports.

Homefront Mortgage

09/2003 - 06/2006

Processing loans, prepare loan package for bank and lender. Opening escrows and Ordering appraisals. Write up total costs of Home or Refi-loans. Utilizing Windows XP, Excel, and Word.

Nuart International Inc.

10/1990 - 01/1994

National Sales Office Manager. Sales reports, advertising, coordinating presentation Throughout the U.S., National sales planning, corporate taxes, bookkeeping, create spreadsheets, Charts and presentations in Excel and PowerPoint.

Skills/Training

-Principals of Acctg

-Bus. English

-Quickbooks

-Excel

-Annual Reports

-Autobody Estimating

-Polaris Est. System

-Bookkeeping

-Haz Mat Regulations

-Accuracy

-Telephone Skills

-Heavy Filing

-Bus. Writing

-Typing (50 wpm)

-Customer Service

-Franchise Taxes

-Payroll

-Records Management

-Data Entry

-10 key by touch

-Committed

Education

2008 SCIT - Received Certificate in Accounting Software Programs

2006 Regional Occupational Program - Business Application Certificate

2003 El Camino College, Torrance, Ca - Accounting - AA



**Dishwasher Test**

Score **10** / 10

**100%**

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

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

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

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

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

- a) True
- ☒ b) False

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

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

- ☒ a) True
- b) False

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

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

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

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