

## 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.

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**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.

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<b>Skills/Training</b>	-Principals of Acctg -Excel -Polaris Est. System -Accuracy -Bus. Writing -Franchise Taxes -Data Entry	-Bus. English -Annual Reports -Bookkeeping -Telephone Skills -Typing (50 wpm) -Payroll -10 key by touch	-Quickbooks -Autobody Estimating -Haz Mat Regulations -Heavy Filing -Customer Service -Records Management -Committed
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**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