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Objective: To obtain part time employment as an Administrative Assistant.**Summary of Qualifications:**

- Detail-oriented, team player also work independently, able to get along with a wide range of people, foster a positive attitude amongst coworkers, computer literate, self- starter, organized and good time management.
- Bilingual in Spanish/English possess good written-verbal skills. Friendly, courteous client/customer skills.
- High scores in WorkKeys Certification: Reading - Math - Locating Information

Employment:**Peninsula Family Service - Kinship Resource Center**

San Jose, CA

Office Assistant

September 2014 - present

- Screen & direct calls take referrals, field questions from potential clients, monitor general voicemails, make reminder calls for groups & seminars, maintain programs calendar, fax, copy, mailers enter client data into Persimmony database, score assessment test.
- MS Word, MS Publisher, MS Excel, Google Docs create fliers for seminars & support groups, budget tracking & online research & planning.

Peninsula Family Services - Catholic Charities John the 23rd

San Jose, CA

Steward

June 2013 - September 2014

- Sensitive to the issues of the elderly and disabled.
- Assist in lunch preparation, set dining room tables, greet clients in a friendly fashion, clear off dining area after lunch, assist in kitchen cleanup.

Peninsula Family Services - Work2Future

San Jose, CA

Office Assistant

July 2012 - June 2013

- Utilized ITrain database information for clients, Posted new jobs, resolve client concerns, implement resolutions, used copier, fax and Email.
- Posted new jobs, resolve client concerns, implement resolutions, used copier, fax and Email.
- Provide customer service by assisting clients in navigating the internet job sites, signing up for Email accounts, sending, receiving and adding attachments.

Caregiver to an Elderly Family Member

San Jose, CA

Personal Aide/Caregiver

November 2005 - Present

- Administer medications, treatments, cook, feed, housekeeper and landscaper.
- Make doctor appointments, call in prescriptions and observe her condition.

Prep Cooks Test

Score / 20

Multiple Choice (1 point each)

9/20 = 45

- d. 1) A gallon is equal to _____ ounces
- a. 56
 - b. 145
 - c. 32
 - d. 128
- A 2) Mesclun are what type of vegetable?
- a. Roots
 - b. Beans
 - c. Salad Greens
 - d. Spices
- c 3) What does the term braise mean?
- a. Sear quickly on both sides
 - b. Slowly cook in covered pan with little liquid
 - c. Cook on high heat and quickly
 - d. Slowly cook in simmering water
- b 4) At what internal temperature must chicken be cooked so that it is safe to eat?
- a. 155 degrees F
 - b. 165 degrees F
 - c. 175 degrees F
 - d. 185 degrees F
- d 5) How do you blanch vegetables?
- a. Immerse for a short time in boiling water
 - b. Cook lightly in butter over med heat
 - c. Soak in cold water overnight
 - d. Rub with salt before cooking
- c 6) Which of the following ingredients would you pack before measuring?
- a. Olive Oil
 - b. Salt
 - c. Brown Sugar
 - d. White Sugar
- A 7) What is Al Dente?
- a. Firm but not hard
 - b. Soft to the touch
 - c. Very hard
 - d. Very soft
- A 8) Food should be left out no more than
- a. 2 hours
 - b. 3 hours
 - c. 4 hours
 - d. 5 hours

Prep Cooks Test

b 9) Which is the improper way to thaw frozen food?

- a. In the fridge
- b. In a sink with cold water
- ☒ c. On the counter
- d. In the microwave

A 10) Which of the following can you use to put out a grease fire?

- a. Baking Soda
- b. Baking Powder
- c. Flour
- d. Water

11 11) What is the temperature range of the danger zone?

- a. 25-135
- ☒ b. 40-140
- c. 50-160
- d. 30-130

d 12) Which of the following is listed from smallest to largest?

- a. Dice, chop, mince
- b. Mince, chop, dice
- c. Chop, dice, Mince
- d. Mince, dice, chop

C 13) Which direction should pan handles be turned while cooking on the stove?

- a. Over the fire at all times
- b. Turned towards you for better control
- c. Turned towards the right or left at all times
- d. Over the countertop at all times

C 14) When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- c. Liquid
- d. Oil

C 15) Which spoon is used to remove fat from soups and stews

- a. Basting Spoon
- ☒ b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

b 16) Which of the following means to cook in a small amount of fat?

- a. Season
- b. Sauté
- c. Broil
- d. Boil
- e. Fry

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Prep Cooks Test

17) What is a Julien cut?

- a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8" dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill

Fill-in the Blank (1 point each)

19) salt & pepper are the basic seasoning ingredients for all savory recipes.

20) chop : to cut into very small pieces when uniformity of size and shape is not important.

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831-391

Dishwasher Test

Score / 10

9/10 = 90%

- 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

$$13/15 = 87\%$$

- b 1) A roll of quarters is worth?
a) \$5.00
b) \$10.00
c) \$15.00
d) \$20.00
- 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
- c 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
- 8.25% 6) What is the current sales tax rate in your city _____?
- 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

$$\begin{array}{r} 1.25 \\ + 0.90 \\ + 0.79 \\ \hline 3.06 \end{array}$$

$$\begin{array}{r} 12 \\ \times 2 \\ \hline 24 \end{array}$$

$$\begin{array}{r} 12 \\ \times 12 \\ \hline 14.50 \\ + 21 \\ \hline 21 \end{array}$$

$$\begin{array}{r} 30.00 \\ + 5.50 \\ \hline 35.50 \end{array}$$

$$\begin{array}{r} 3.75 \\ + 4.25 \\ \hline 8.00 \end{array}$$

$$\begin{array}{r} 7.50 \\ + 2.50 \\ + 5.50 \\ + 6.50 \\ \hline 21.50 \end{array}$$

$$\begin{array}{r} 100 \\ - 21.50 \\ \hline 78.50 \end{array}$$

a 11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

b 12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases?

21

14) What are the acceptable forms of ID for alcohol purchases?

drivers license

15) How many \$20 bills are in a bank band?

100 bills or \$2,000.00