

**Latonya Williams**  
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**OBJECTIVE:** Seeking a position as a Patient Care Tech or in a laboratory setting, where I can apply my past experience and skills and to grow professionally while contributing to the overall success of the company.

**MEDICAL SKILLS**

- Patient care tech
- Wound debridement
- Wound care
- EKG Tech
- Folded Catheter
- Vital Signs
- Patient grooming
- Phlebotomy
- Venipuncture
- Butterfly sticks
- Finger sticks
- Injections

**LABORATORY SKILLS**

- Fast protein liquid Chromatography
- Centrifuge
- Mass Spectroscopy
- Ion Exchange Chromatography
- Microscopes
- Plaque Assays
- Viral Titrations
- Tissue Cultures
- Cell Cultures

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**EDUCATION:**

**Georgia State University**, Atlanta, GA May, 2015  
Bachelors of Biology, Minor Chemistry

**Center for Progressive Training**, Riverdale, GA May, 2012  
Certified Patient Care Technician (PCT), Phlebotomy, and EKG

**Atlanta Metropolitan State College**, Atlanta, GA May, 2011  
Associates Degree- Biology

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**HEALTHCARE AND LABORATORY EXPERIENCE:**

**Grady Memorial Hospital, Neuro ICU/ MICU/ SICU/ Burn Center ICU**, Atlanta, Ga 2015- Present  
Patient Care Tech

- Assist with Venipuncture, Foley's, collecting specimens, wound care and debridement, intubations, and other ICU/Step down procedures.
- Responsible for providing age-appropriate, culturally and ethnically sensitive care, maintaining a safe environment, collecting information, communicating effectively, and utilizing technology.
- Provides personal care of selected patients, assists with activities of daily living, provides comfort measures and nourishments, and performs selected tasks

**Private Home Care**, Atlanta, GA 2010- Present  
Primary Care Provider

- Responsible for the care of terminally ill patient suffering from Asthma and bronchitis on Venerator , Diabetes, Congested Heart Failure, High blood pressure, morbid obesity, neuropathy, etc.
- Learned the basics of assessing patient vital signs and assisted with all aspects of daily care, including bathing, feeding, blood draw, and dressing

**Exclusive Women's Healthcare**, Riverdale, GA 2012  
Patient Care Tech/ Back Office Assistant Extern

- Patient care tech assisting doctor in OB/GYN procedures, such as pap smears, Stool occults, and cervical cryosurgeries
- Assisted in front desk and back office work, while triaging patients

**More House School of Medicine**, Atlanta, GA May, 2006- Present  
Volunteer

- Assisted in administrative office work and was also a part of the med post program

**Environmental Protection Agency** Atlanta, GA May, 2011- September, 2011  
Biological Science Technician/ Summer Intern

### Multiple Choice (6 points)

- ✓ B 1) Carbonation \_\_\_\_\_ the rate of intoxication.  
a) Slows down  
b) Speeds up  
c) Does nothing to
- ✓ B 2) What are the six most commonly used spirits?  
a) Sweet and Sour, Triple Sec, Grenadine, Midori, Lime Juice and Cranberry Juice  
b) Vodka, Whiskey, Gin, Bourbon, Rum and Tequila  
c) Chardonnay, Cabernet Sauvignon, Champagne, Merlot, Sauvignon Blanc, Zinfandel  
d) Kahlua, Vodka, Frangelico, Gin, Tequila, Spiced Rum
- ✓ B 3) You can accept an expired ID as long as all other information is correct.  
a) True  
b) False
- ✗ A 4) If someone has had too much to drink, serving them coffee will help sober them up.  
a) True  
b) False
- ✓ D 5) What are the acceptable forms of ID for Alcohol Consumption?  
a) State or Government Issued ID Card or Drivers License  
b) Passport or Passport ID Card (as long as it lists the person's date of birth)  
c) School ID or Birth Certificate  
d) A & B  
e) A, B & C
- ✓ B 6) If there is no shaker tin available to scoop ice for a drink, it is okay to use a glass.  
a) True  
b) False

### Vocabulary (9 points)

Match the word to its definition

✓ C "Straight Up"

✓ F Shaker Tin

✓ J "Neat"

✓ M Muddler

✓ B Strainer

✓ E Jigger

✓ G Bar Mat

✓ D "Float"

✓ H "Back"

✓ A Used to crush fruits and herbs for craft cocktail making

✓ B Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured

✓ C To serve chilled liquor in a chilled stemmed cocktail glass with no ice

d.) To pour ½ oz of a liquor on top

✓ E Used to measure the alcohol and mixer for a drink

✓ F Used to mix cocktails along with a pint glass and ice

✓ G Used on the bar top to gather spills

h.) Requesting a separate glass of another drink

✓ I Means to serve spirit room temperature in a rocks glass with no ice

**Multiple Choice**

- 1) Food is served on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- 2) Drinks are served on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- 3) Food and drinks are removed on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- 4) What part of a glass should you handle at all times?  
a) The stem  
b) The widest part of the glass  
c) The top
- 5) When you are setting a dining room how should you set up your tablecloths?  
a) Neatly and evenly across the tables  
b) The creases should all be going in the same directions  
c) The chairs should be centered and gently touching the table cloth  
d) All of the above
- 6) If you bring the wrong entrée to a guest what should you do?  
a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn  
b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served  
c) Try to convince the guests to eat what you brought them  
d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

**Match the Correct Vocabulary**

D Scullery

E Queen Mary

A Chaffing Dish

G French Passing

B Russian Service

F Corkscrew

C Tray Jack

A Metal buffet device used to keep food warm by heating it over warmed water

B Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)

C Used to hold a large tray on the dining floor

D Area for dirty dishware and glasses

E Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F Used to open bottles of wine

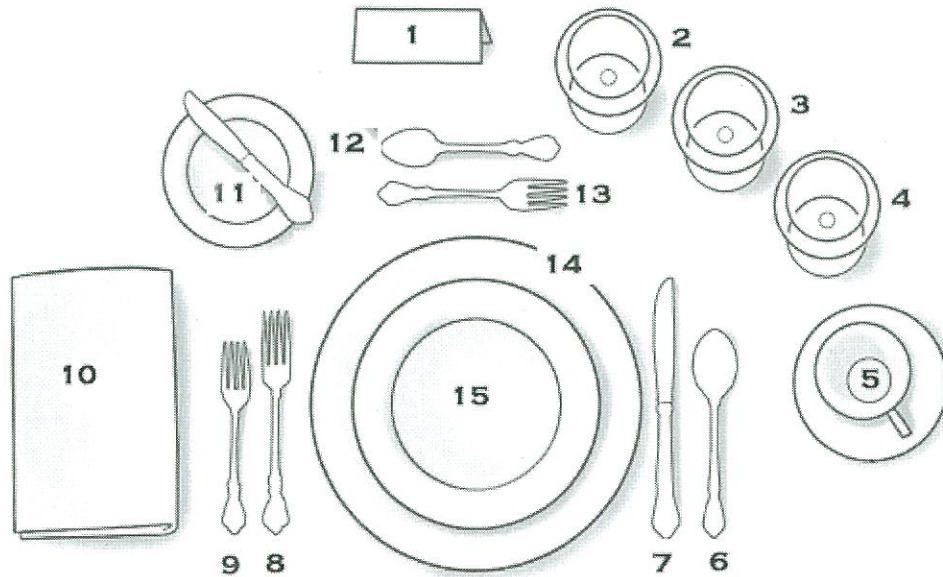
G Style of dining in which the courses come out one at a time



Name \_\_\_\_\_

**Servers Test**

Score / 35



**Match the Number to the Correct Vocabulary**

- |      |                       |      |                              |
|------|-----------------------|------|------------------------------|
| ✓ 10 | Napkin                | ✓ 8  | Dinner Fork                  |
| ✓ 11 | Bread Plate and Knife | ✓ 5  | Tea or Coffee Cup and Saucer |
| ✓ 1  | Name Place Card       | ✓ 7  | Dinner Knife                 |
| ✗ 6  | Teaspoon              | ✓ 2  | Wine Glass (Red)             |
| ✓ 13 | Dessert Fork          | ✓ 9  | Salad Fork                   |
| ✗ 12 | Soup Spoon            | ✓ 14 | Service Plate                |
| ✓ 15 | Salad Plate           | ✓ 3  | Wine Glass (White)           |
| ✓ 4  | Water Glass           |      |                              |

**Fill in the Blank**

- ✗ 1. The utensils are placed 2 to 3 inch (es) from the edge of the table.
- ✓ 2. Coffee and Tea service should be accompanied by what extras? dessert
- ✓ 3. Synchronized service is when: serving at one time
- ✓ 4. What is generally indicated on the name placard other than the name? The guests dinner order
- ✓ 5. The Protein on a plate is typically served at what hour on the clock? 6
- ✓ 6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
- ✓ 7. ask if they have any allergies