

Terry Bruntz

6413 Mojave Drive
San Jose, CA. 95120

408-469-7017
terry_bruntz@yahoo.com

Summary

- 3+ years of solid retail, accurate, and efficient customer service and cashiering experience
- Knowledge of Point of Sale procedures
- Able to stock shelves with store merchandise
- Experienced with processing Go Backs
- Good office skills in filing, answering phones, using computers and data entry

Professional Experience

Senior Nutrition Helper, Catholic Charities, San Jose, CA 2015-2016

- Scanned seniors into the property
- Helped with preparing the food

Care Provider, Private Residence San Jose, CA 2003 – 2015

- Provided childcare, housekeeping and laundry services
- Managed schedules and logistics for household of three
- Prepared nutritious meals and attended to clients' medical needs
- Taught fundamental hygiene principles and gave bedside care for sick clients
- Maintained inventory, shopped for and stocked food and supplies,

Cashier, Babies R Us, San Jose, CA 2000 – 2002

- Provided excellent customer service and ensured a pleasant shopping experience for customers
- Operated cash register and balanced register at the end of the shift
- Processed payments and provided accurate change
- Assisted customers in locating products
- Kept the shelves, aisles and floor clean

Cashier, Drug Emporium, San Jose, CA 1997 – 1999

- Provided customer service in an efficient manner
- Operated cash register effectively and balanced cash register at the end of the shift
- Handled multiple transactions
- Assisted customers with product selection
- Stocked inventory including go-backs and returns
- Answered multi-line phone system, directed customers calls
- Operated cash register effectively and balanced cash register at the end of the shift

Education

Certificate, Office Clerk, San Jose Job Corp, San Jose, CA

Diploma, General Studies, Calaveras Hills High School, Milpitas, CA

June 3, 2016

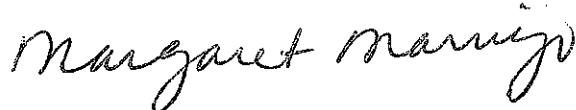
Eastside Senior Nutrition Program
2150 Alum Rock Ave
San Jose, CA 95116
(408) 937-3924

To Whom It May Concern:

Terry Bruntz has worked with us for 6 months. While Terry was with us she helped our senior sign up for lunch, she also worked in the kitchen when needed as prep helper and other various duty's.

Terry would always welcome our senior when they walked into our building. She is always very pleasant and welcoming. Staff Volunteers and Clients all enjoyed her term with our program.

Thank you,



Margaret Marrujo
Eastside Senior Nutrition Program
Site Manager

Cashier Test

Score / 10

B

1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

$$12/15 = 80\%$$

C

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, 10, 13, 16) What is the current sales tax rate in your city SF = 8.75%, SJ = 8.63%, SAC = 8.00%?

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



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

A 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

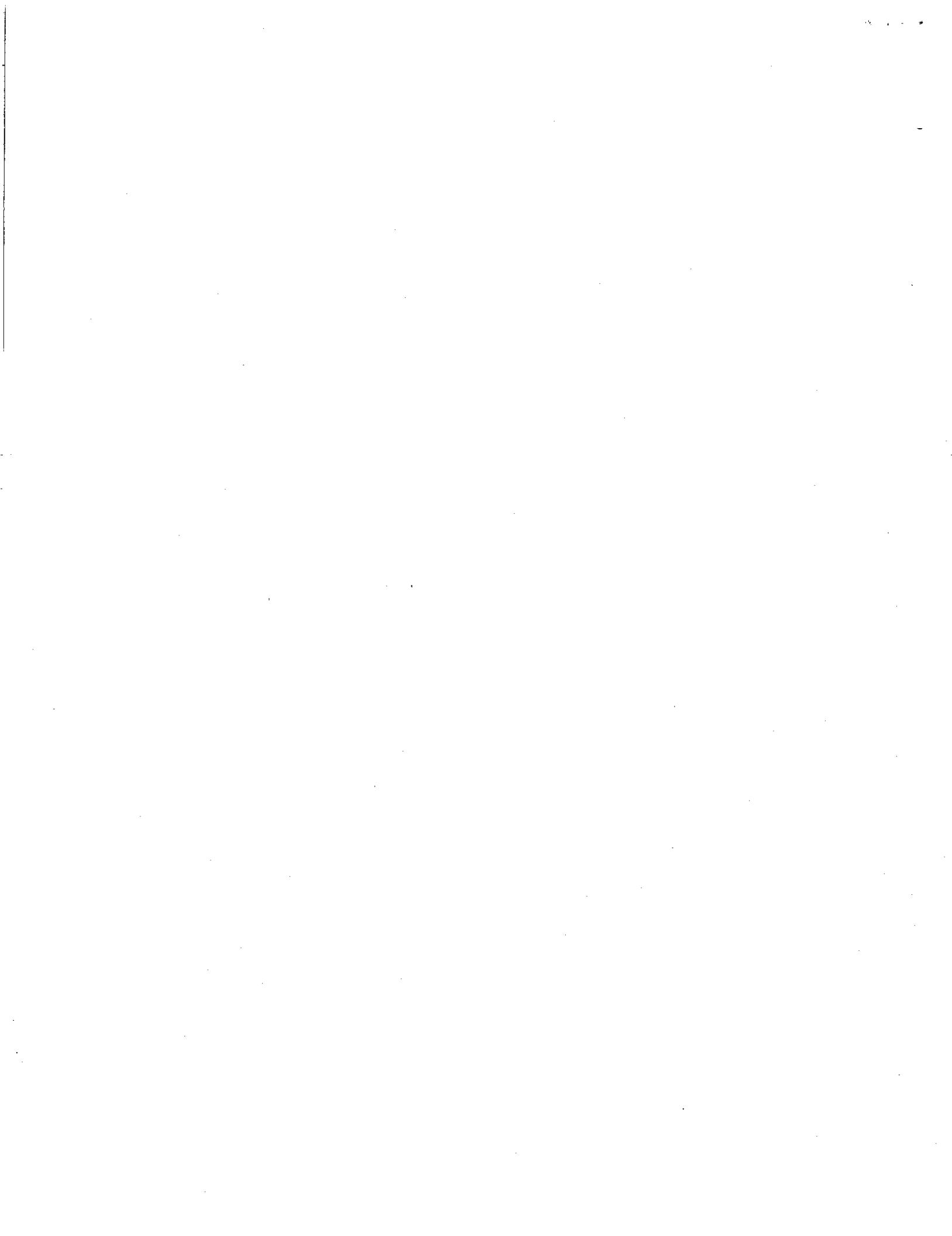
Question & Answer:

13) What is the minimum age for legal alcohol purchases? 21 years

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

✓ 18) How many \$20 bills are in a bank band? 100 bills

- 2



Housekeeping Test

$9/14 = 64\%$

1. During which of the following situation(s) should you wear gloves?
 - a) When handling disinfectant solutions
 - b) When cleaning guest rooms
 - c) When handling soiled linen
 - d) When handling or disposing of waste
 - e) All of the above
2. Which of the following should be cleaned daily?
 - a) Chairs, lamps, and tables
 - b) Tabletops, bed, and handrails
 - c) Grab bars, light, tops of doors and counters
 - d) Floors, sinks, toilets, and latrines
 - e) All of the above
3. True or False: You do not need to use a separate cloth for cleaning bathrooms.
4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.
5. Should the following be cleaned daily or weekly? Circle one.
 - a) Floors Daily/ Weekly
 - b) Toilets and latrines Daily/ Weekly
 - c) Carpets in guest rooms Daily/ Weekly
 - d) Carpets in offices Daily/ Weekly
 - e) Soiled linen Daily/ Weekly
6. The best way to clean the floors:
 - a) Scrubbing
 - b) Dry sweeping and dusting
 - c) Sweeping, mopping and dusting
 - d) Wet mopping
7. What should 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 up immediately
 - d) Not sure
8. The proper procedure for cleaning spills of blood and other body fluids is:
 - a) Wearing gloves, clean with cloth soaked in chlorine solution and follow up with disinfectant solution
 - b) Find the janitor on- duty and ask him to clean it up
 - c) Grab whatever is closest and wipe up immediately, then mark "Biohazard"
 - d) Nothing
9. What do you do if you encounter with bed bugs in a guest room?
Exit guest room & contact supervisor

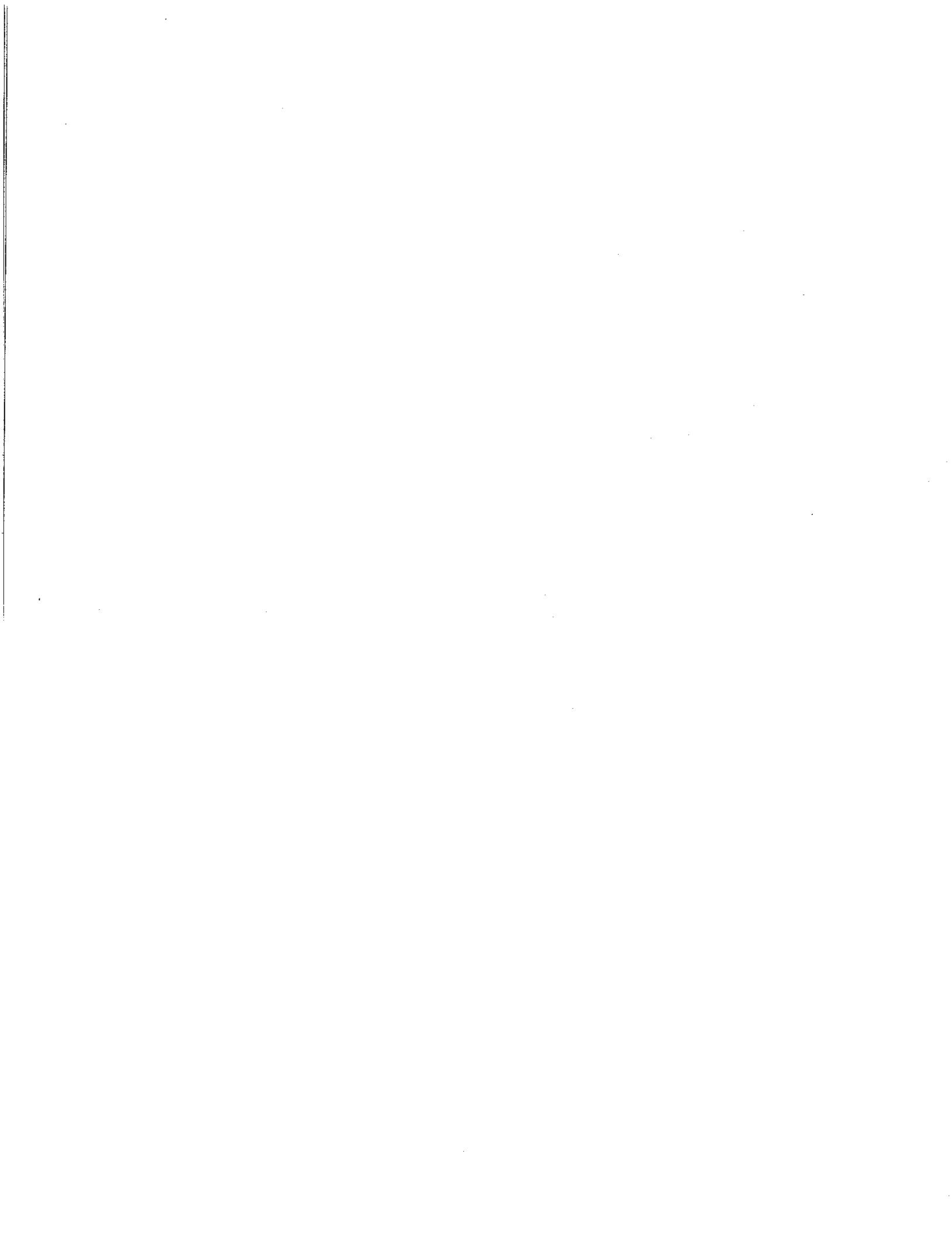
10. What do you do if you find Lost and Found items in a guest rooms?

Fill up "Lost and Found" slip & inform supervisor

11. Describe the difference between a disinfectant and a cleaning solution?

disinfectant: chemical that destroys microorganisms

cleaning solution: soapy water used to wash & wipe down



NOTICE TO EMPLOYEE

Labor Code section 2810.5

EMPLOYEE

Employee Name: TERRY BRUNTZ

Start Date: 2/16/17

EMPLOYER

Legal Name of Hiring Employer: S.E Scher

Is hiring employer a staffing agency/business (e.g., Temporary Services Agency; Employee Leasing Company; or Professional Employer Organization [PEO])? Yes No

Other Names Hiring Employer is "doing business as" (if applicable):

Acrobat Outsourcing

Physical Address of Hiring Employer's Main Office:

665 Third St. Suite 415, San Francisco, CA. 94107

Hiring Employer's Mailing Address (if different than above):

Hiring Employer's Telephone Number: 415-431-8826

If the hiring employer is a staffing agency/business (above box checked "Yes"), the following is the other entity for whom this employee will perform work:

Name: _____

Physical Address of Main Office: _____

Mailing Address: _____

Telephone Number: _____

WAGE INFORMATION

Rate(s) of Pay: \$14 and \$13 Overtime Rate(s) of Pay: \$21 and \$19.50

Rate by (check box): Hour Shift Day Week Salary Piece rate Commission

Other (provide specifics): _____

Does a written agreement exist providing the rate(s) of pay? (check box) Yes No

If yes, are all rate(s) of pay and bases thereof contained in that written agreement? Yes No

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances):

(If the employee has signed the acknowledgment of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)

Regular Payday: FRIDAY

WORKERS' COMPENSATION

Insurance Carrier's Name: Integro USA Inc. dba Integro Insurance Brokers

Address: 1 State Street Plaza, 9th floor, New York, NY. 10004

Telephone Number: 212-295-5440

Policy No.: LDC4042609 AOS

Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure: _____

PAID SICK LEAVE

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
 1. requesting or using accrued sick days;
 2. attempting to exercise the right to use accrued paid sick days;
 3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
 4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice: (Check one box)

1. Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.

2. Accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §246.

3. Employer provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.

4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): _____

ACKNOWLEDGEMENT OF RECEIPT

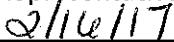
(Optional)

Erika Komatsu

(PRINT NAME of Employer representative)



(SIGNATURE of Employer Representative)



2/16/17

(Date)

Terry Bruntz

(PRINT NAME of Employee)



2/22/17

(Date)

The employee's signature on this notice merely constitutes acknowledgement of receipt.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.