

interview- 4/4 @ 2 pm

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CAREER OBJECTIVE

To secure a challenging position that utilizes my years of experience, while allowing me the opportunity to grow professionally.

EDUCATION / CERTIFICATIONS/TRAINING

American Registry of Medical Assistants Certificate: Medical Assistant	Westfield, MA	09-27-2016
DOD National Organization for Victim Assistant Certificate: Sexual Assault Advocate	Millington, TN	08-1-2014
United States Navy Service School Military Education: U.S. Navy Hospital Corpsman Technical Training 47 Credit Semester hours	San Antonio, TX	12-13-11

SELECT AWARDS

Citation of Valor
Navy and Marine Corps Achievement Medal

JOB RELATED SKILLS

- Data Entry
- Medical Terminology
- Phlebotomy
- Administrative
- Immunization
- Organization / Communication
- Customer Service
- Health Technologies
- Microsoft Office Suite

PROFESSIONAL EXPERIENCE

UNITED STATES NAVY

2016

Hospital Corpsman/Medical Department Representative

July 2011 – August

- Perform routine clerical duties; input and maintained computerized medical/dental records
- Assist in medical training of personnel
- Perform immunization vaccinations and preventative health assessments
- Render Emergency treatment; injury case management
- Collect and prepare laboratory specimens; basic laboratory tests
- Dispose of contaminated supplies; sterilize medical instruments
- Monitor vital signs; performed phlebotomy and IV insertions
- Order, inventory and organize medical equipment and supplies
- Health benefits coordinator; insurance processing
- Sexual Assault Advocate
- Review, route, and respond to mail, emails and phone calls using discretion and sound judgement in gathering and conveying pertinent information in timely manner
- Operate office equipment such as copiers and fax machines, office phones, and computers
- Draft/Prepare business correspondence
- Proficient in schedule coordination, meeting facilitation, and customer service support

Housekeeping Test

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	<input type="radio"/> Daily / <input type="radio"/> Weekly
b) Toilets and latrines	<input type="radio"/> Daily / <input type="radio"/> Weekly
c) Carpets in guest rooms	<input type="radio"/> Daily / <input checked="" type="radio"/> Weekly
d) Carpets in offices	<input type="radio"/> Daily / <input type="radio"/> Weekly
e) Soiled linen	<input type="radio"/> Daily / <input type="radio"/> 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?

Report to supervisor

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

Report to Lost + Found

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

Disinfectant is to only sanitise the surface area, cleaning solution is for more thorough cleaning.

Dishwasher Test

Score 1 / 10

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

Q 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, chafing 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

Q 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

A 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