

RESUME

Eric Brock

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Skills:

Typing (50wpm), communication, writing, office work, and computer literate

Kitchen work (cooking, prep work, cleaning, dishwashing)

Delivery ((loading, unloading, sorting, (bike and walking))

Education:

University of Phoenix – online English and Writing classes – 2013

Work Experience:

Andaluz Hotel – Steward – 125 Second Street NW – (Albuquerque, NM 87102) – 2019

Acrobat Outsourcing – Dishwashing and all kitchen work – 611 Wilshire Blvd. – (Los Angeles, CA 90017) – 2015 – 2018

Competitrack – Office – 52 Vanderbilt Ave. – (Queens, NY 10017) 2010 - 2015

Cornucopia Logistics -- Delivery - 60 E. 42nd St. (Ny,Ny 10165) - 2010

RESUME

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Eric Brock

Delivery (loading, unloading, sorting, (bike and walking))
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87102 - 2019
Andalus Hotel - Steward - 125 Second Street NW - (Albuquerque, NM)

REFERENCES

Elizabeth Garcia – Human Resources Manager – Andaluz Hotel (Albuquerque, NM) Phone: 505-923-9010 Email: egarcia@hotelandaluz.com

Acrobat Outsourcing – Staff and Management – 611 Wilshire Blvd. Suite 70B – (Los Angeles, CA 90017) Phone: 562-492-5300 Email: lastaffing@acrobatoutsourcing.com

Adetola Odubaku – Competitrack (President) – 52 Vanderbilt Ave - (Queens, NY 10017) – Phone: 718-482-4200

Nancy De Jesus – Cornucopia Logistics – 60 E. 42nd St. – (New York, NY 10165) – Phone (desk): 212-687-5145 x-1266 (cell): 718-710-9531 nancyd@cornucopialog.com

Linda Stensvad – personal reference – Phone: 575-763-3763

Scott Stensvad – personal reference – Phone: 575-763-3763

COVER LETTER

Dear Sir or Madam:

I am writing to let you know I am interested in working for your company. I would like to help the company and everyone associated with it, in every way I can.

I have office work experience in an advertising company (Competitrack), (where I worked in Queens, NY). And I also have experience in many restaurants in New York, NY, Los Angeles, CA, and Albuquerque, NM. And also some delivery experience in New York, NY.

I am currently now living in Santa Monica, CA (to be closer to family). I am seeking a full-time, or part-time position (preferably during the days), and I am ready to start as soon as possible.

Thank you very much.

Respectfully,

Eric Brock

COVER LETTER

Dear Mr. Johnson:

I am writing to let you know I am interested in working for your company. I would like to help the company and everyone associated with it in every way I can.

I have office work experience in an advertising company (Creative Concepts), where I worked in Queens, NY. And I also have experience in many restaurants in New York, NY, Los Angeles, CA, and Albuquerque, NM. And also some delivery experience in New York, NY.

I am currently now living in Santa Monica, CA (to be closer to family). I am seeking a full-time or part-time position (preferably during the day), and I am ready to start as soon as possible.

Thank you very much.

Respectfully,

Eric Brock

- 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
- a 4) If you need to move a heavy load, you should PULL and not PUSH the object.
- a) True
 - b) False
- c 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
- d 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

