

Manuel Ortega  
500 W Hamilton Ave  
Campbell, CA 95008  
Cell: (669) 278-7074  
Email: [momanuelo@gmail.com](mailto:momanuelo@gmail.com)

**Objective:** Maintenance / Sheet Metal Worker / Janitorial / Forklift Driver

**Experience:**

2007-2015      **Building contractor**, Ranger Construction, Campbell, CA  
Duties: Drywall framing, int/ext painting, demolition, forklift operator, warehouse inventory, groundskeeper, and janitorial

2006—2007      **Forklift Driver / Material Handler**, Railway Dist., Campbell, CA  
Duties: Loading & unloading trucks, pulling material orders for contractors, sheet rock companies, and painting companies' buildings.

2005      **Porter / Maintenance Person**, Reed Square Apt., Sunnyvale, CA  
Duties: Performed carpet cleaning, mopping, landscaping, painting, plumbing repairs, window cleaning, and kitchen counter top replacements.

2004 -2005      **Janitor / Maintenance**, Morgan Hill Plastics, Morgan Hill, CA  
Duties: Performed stripping and waxing floors, complete restroom care, complete carpet care, and painting offices.

2003 - 2004      **Maintenance Person**, Labor Ready, San Jose, CA  
Duties: Performed general maintenance in and around the apartment complex including fixing kitchen cabinets, performing plumbing repairs, painting, sheet rock repair and replacement, and landscape maintenance.

2003      **Sheet Metal Worker**, Air Systems, San Jose, CA.  
Duties: Installed heating and air conditioning duct work in buildings, both industrial and residential.

1992 - 2002      **Sheet Metal/Maintenance / Janitorial**, Fluid Ind. Systems, San Jose, CA  
Duties: Maintain floors and restroom care. Installed heating and air conditioning duct work in commercial and residential buildings. I worked as a driver when necessary.

**Education:** Diploma, Wilson High School, Santa Clara, CA

**Additional Information:**

I am a very energetic and outgoing person. I work well with others. I feel I would be a great asset to your company.



B

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

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, 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

C

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



B

1) A roll of quarters is worth?

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

H

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

B

What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

A

What is the current sales tax rate in your city, SAN JOSE?

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

14) What are the acceptable forms of ID for alcohol purchases? DRIVER'S LICENSE, CARD

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