

**RAMON HART**

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(323) 994-3276

**OBJECTIVE:**

To obtain an entry-level position with a company that will allow me to apply the knowledge and skills that I have gained in my educational studies as a Business student.

**SKILLS:**

Managerial, supervisory, team leader, retail merchandiser, Quality Assurance, inventory control, customer service, Microsoft Power Point, sales, and office procedures. Typing 70WPM

**EXPERIENCE:**

**Logistics Army Sergeant, U.S. Army**

August 2006 – July 2012

Killeen, TX

OCCUPATION: 92Y, Unit Supply Specialist

PRIMARY OCCUPATION:

ARMY, ACTIVE: SPECIALIST 4, Skill Level 10

AUG 2006 - JUL 2012 (5 Years 11 Months)

SKILL LEVELS UP TO 20: Prepared and maintains organizational supply records and forms; received and inspected inventories for future deliveries; maintains accounting system associated with supply management; secured and controlled supplies; uses computer applications in work assignments; practiced general clerical procedures.

Provided technical guidance in areas of supply management; reviewed records and information documents for accuracy and completeness; coordinated supply activities; posted transactions to organization and installation property books and supporting transaction files.

**Inventory Specialist Supervisor, RGIS Inventory Specialists**

July 1993- August 2006

Culver City, CA

Scanned and sorted retail merchandise, physical inventory, and accounting procedures. Insured that all equipment was prepped and scanned on a daily basis, indexed records, categorized documents, and maintained office machines.

**Logistics Navy Petty Officer, U.S. Navy**

October 1993 - September 1996

San Francisco, CA

OCCUPATION DESCRIPTION FROM AMERICAN COUNCIL ON EDUCATION FOR: Logistics Specialists (LS)

**PAY GRADE E-4 (LS3):** Knows the basic organization and functions of supply departments; is familiar with the purpose and use of data processing and information system programs; operates office machines; types at 20 words per minute; routes and files forms and messages; maintains files, requisition log, and budget records; prepares supply-related documents; identifies, receives, stows, and issues materials and stock items; prepares items for shipment; prepares shipment documents; inventories stocked material and installed equipment; operates material-handling equipment.

**SKILL LEVEL 10:** Operates and conducts preventive maintenance checks and services on the Infantry Fighting Vehicle (IFV) and components; performs operator maintenance on automotive components; selects routes and firing positions; provides a steady platform for stabilized weapons fire; assists in target detection, identification, and round sensing; assists in refueling and vehicle recovery operation; is familiar with turret recovery operation, loading, and controls; presents oral reports and operates communications equipment; collects and reports technical information; assists in construction of fortifications; carries and prepares ammunition; administers first aid and applies field sanitation methods; maintains assigned weapons and individual equipment.

OCCUPATION: SN, Seaman

PRIMARY OCCUPATION:

NAVY, ACTIVE: SEAMAN, Pay Grade E-3

JUN 1995 - OCT 1996 (1 Year 4 Months)

Performs all basic seamanship functions aboard ship that involve line or wire and rigging used to secure the ship to a pier, mooring, or anchor; is able to identify functions of navigation and shipboard equipment; lowers, raises, and launches lifesaving equipment; handles small boats; navigates by using several different types of compasses; keeps records by degrees or points; knows navigational aids, nautical rules of the road, and the buoys of inland waters of the US; knows the nomenclature of decks, superstructures, and parts of the hull; knows the purpose and limitations of first aid and the first aid treatments for electrical shock, simple and compound fractures, heat exhaustion, heat stroke, and burns; must be qualified as a swimmer, fourth class; knows how to determine the classes of fire hoses and how to use carbon dioxide, dry chemical, and water portable fire extinguishers; knows the function of the typical fire main system, fixed carbon dioxide system, water washdown system, and magazine sprinkling system; knows the difference between flooding and progressive flooding and the danger involved.

NAVY, ACTIVE: SEAMAN APPRENTICE, Pay Grade E-2

JUL 1994 - JUN 1995 (11 Months)

Under close supervision performs all basic seamanship functions aboard ship that involve line or wire and rigging used to secure the ship to a pier, mooring, or anchor; is able to identify functions of navigation and shipboard equipment; lowers, raises, and launches lifesaving equipment; handles small boats; navigates by using several different types of compasses; keeps records by degrees or points; knows navigational aids, nautical rules of the road, and the buoys of inland waters of the US; knows the nomenclature of decks, superstructures, and parts of the hull; knows the purpose and limitations of first aid and the first aid treatments for electrical shock, simple and compound fractures, heat exhaustion, heat stroke, and burns; must be qualified as a swimmer, fourth class; knows how to determine the classes of fire hoses and how to use carbon dioxide, dry chemical, and water portable fire extinguishers; knows the function of the typical fire main system, fixed carbon dioxide system, water washdown system, and magazine sprinkling system; knows the difference between flooding and progressive flooding and the danger involved.

DUTY OCCUPATION:

NAVY, ACTIVE: SEAMAN RECRUIT, Pay Grade E-1

OCT 1993 - NOV 1993 (1 Month)

Under close supervision performs all basic seamanship functions aboard ship that involve line or wire and rigging used to secure the ship to a pier, mooring, or anchor; is able to identify functions of navigation and shipboard equipment; lowers, raises, and launches lifesaving equipment; handles small boats; navigates by using several different types of compasses; keeps records by degrees or points; knows navigational aids, nautical rules of the road, and the buoys of inland waters of the US; knows the nomenclature of decks, superstructures, and parts of the hull; knows the purpose and limitations of first aid and the first aid treatments for electrical shock, simple and compound fractures, heat exhaustion, heat stroke, and burns; must be qualified as a swimmer, fourth class; knows how to determine the classes of fire hoses and how to use carbon dioxide, dry chemical, and water portable fire extinguishers; knows the function of the typical fire main system, fixed carbon dioxide system, water washdown system, and magazine sprinkling system; knows the difference between flooding and progressive flooding and the danger involved.

## Dishwasher Test

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

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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

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, chaffing dishes)
- d) Harsh chemicals
- e) All of the above

d 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

C 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