

Christopher Jones

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PROFILE:

Energetic individual seeking a challenging position while offering a positive and professional work ethic, a zero injury work record and a can do attitude.

SKILLS & ABILITIES:

- Consistently demonstrates self-initiative
- Excellent customer Service
- Quickly learns new procedures
- Efficient and Deadline Oriented
- Possesses professional work ethic
- Conscious of Workplace Safety

EXPERIENCE:

MLG Handyman Service

Pasadena, CA
01/2008 Present

Handyman Assistant

- Control traffic passing near, in, or around work zones.
- Clean or prepare construction sites to eliminate possible hazards.
- Read plans, instructions, or specifications to determine work activities.
- Read work orders or receive instructions from supervisors or homeowners to determine work requirements.
- Load, unload, or identify building materials, machinery, or tools, distributing them to the appropriate locations, according to project plans or specifications.
- Fill cracks, holes, or joints with caulk, putty, plaster, or other fillers, using caulking guns or putty knives.
- Cover surfaces with drop cloths or masking tape and paper to protect surfaces during painting.

LA Job Corps

Los Angeles, CA
02/2015 to 09/2015

Office Administrative

- Prepare invoices, reports, memos, letters, financial statements, and other documents, using word processing, spreadsheet, database, or presentation software.
- Answer phone calls and direct calls to appropriate parties or take messages.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees, and boards of directors.
- Attend meetings to record minutes.
- Greet visitors and determine whether they should be given access to specific individuals.

Port of Subi

Las Vegas, NV
2014 to 2014

Customer Service Representative

- Confer with customers by telephone or in person to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints.
- Check to ensure that appropriate changes were made to resolve customers' problems.
- Keep records of customer interactions or transactions, recording details of inquiries, complaints, or comments, as well as actions taken.
- Resolve customers' service or billing complaints by performing activities such as exchanging merchandise, refunding money, or adjusting bills.
- Complete contract forms, prepare change of address records, or issue service discontinuance orders, using computers.

Cashier Test

Score / 15

- B 1) A roll of quarters is worth?
a) \$5.00
b) \$10.00
c) \$15.00
d) \$20.00
- A 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 5) What does POS stand for?
a) Patience over standards
b) Percentage of sales
c) Point of sales
d) People over service
- P 6) What is the current sales tax rate in your city 10.08 ? 10
- 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

Cashier Test

Score / 15

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? State ID, Birth Certificate?

15) How many \$20 bills are in a bank band? ? 4

10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.5 each, two cookies at \$0.50 each, and two sodas at \$2.50 each. If you are given \$100.00 how much change should you give?

9) A customer buys two shirts for \$10.00 each and two bell caps for \$7.50 each. If you are given \$50.00 how much change should you give back?

8) A customer buys two shirts for \$10.00 each and two bell caps for \$7.50 each. If you are given \$50.00 how much change should you give back?

7) A customer buys a bowl of soup for \$3.75, an apple \$0.90 and a soda is \$2.50. If you are given \$10.00 how much change should you give back?

6) What is the current sales tax rate in your city?

5) People over 18 years old

4) Point of sale

3) Point of sale

2) Point of sale

1) Point of sale