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PROFILE

Seeking a position as a entry **Medical Assistant** where I can use my technical training and education to grow, promote, and elevate my practice in the Medical field for a brighter future for the organization.

SKILLS

- HIPAA/ OSHA
- Patient Care
- MS Word, and Excel
- Telephone Etiquette
- Customer Service Experience
- Asepsis

- EKG Application/Monitoring
- Gathering Vital Signs
- Venipunctures
- Administering Injections
- Scheduling Appointments
- CPR & First Aid

- Electronic Medical Records
- Chart medical records and Forms
- Excellent Communication Skills
- General Office Procedures
- Reliable, Prompt, and Efficient
- Internet/E-Mail

EDUCATION

10/2016 |Associated Technical College | **Medical Assistant /Cardiac Technician** | Los Angeles, CA

06/2008 |Thomas Jefferson High School | **High School Diploma** | Los Angeles, CA

WORK EXPERIENCE

02/14-03/15 - George Shultz Janitorial, Custodial Services, Los Angeles, CA

- Swept and mopped floors in a building including hallways.
- Ascertained cleanliness of counters and furniture by performing dusting and wiping activities.
- Mixed cleaning and disinfecting liquids in safe quantities and performed disinfection work on door handles, floors, windows and furniture.
- Emptied and washed waste paper bins and ensured that trash was appropriately disposed of.
- Washed windows, walls and ensured appropriate sanitization of bathrooms.
- Performed minor repair and maintenance tasks such as changing bulbs and repairing fixtures.

03/14-07/14 - Cutco Cutlery, Sales Representative, Moreno Valley, CA

- Educated customers concerning benefits of the product
- Answered queries and concerns regarding equipment, pricing, and availability
- Processed consumer transactions by means of a real-time computer activation system
- Took part in store marketing activities
- Managed inventory associated with the sales process
- Ensured that every customer has a positive experience
- Highly skilled in using scanners, cash registers, and calculators to calculate the price of items
- Proven record of using the right process for cash, credit cards, or other types of payment
- In-depth knowledge of handling returns and exchanges of goods
- Thorough understanding of counting the money in register at the beginning and end of shift

04/08-12/08 - Levis's Restaurant, Cook, Los Angeles, CA

- Highly skilled in providing food to the guests in an efficient and accurate manner
- Known for anticipating guests' needs and deal with them accordingly
- Excellent communication and guest service skills
- Proven record of handling stress in a fast-paced work environment
- Able to set-up and maintain various buffets
- Demonstrated ability to multi task
- Proven ability to remember menu offerings
- Ability to stand and walk all through the duration of shift
- Substantial knowledge of returning equipment to appropriate locations

01/08-04/08 - Youth Mentoring Connection, Customer Service, Los Angeles, CA

- Adept at anticipating and responding to customer's needs.
- Highly skilled in data entry, account management and record keeping.
- Strong communication and negotiation skills.
- Excellent presentation abilities.
- Able to take and follow instructions.
- Functional knowledge of billing software.

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

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

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

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

Cashier Test

Score / 15

b A

1) A roll of quarters is worth?

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

b

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

D

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

C

6) What is the current sales tax rate in your city 7?

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

B

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

B 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? 4

15) How many \$20 bills are in a bank band? 20 50