

709 East 45<sup>th</sup> Street ,  
Los Angeles, CA 90011

## Justin Patterson

E-mail: justinpatterson2332@gmail

(323)501-8743 Cell  
(213) 835-7018 Alternative

### 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                 | • EKG Application/Monitoring | • Electronic Medical Records      |
| • Patient Care                | • Gathering Vital Signs      | • Chart medical records and Forms |
| • MS Word, and Excel          | • Venipunctures              | • Excellent Communication Skills  |
| • Telephone Etiquette         | • Administering Injections   | • General Office Procedures       |
| • Customer Service Experience | • Scheduling Appointments    | • Reliable, Prompt, and Efficient |
| • Asepsis                     | • CPR & First Aid            | • 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 is 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.

**REFERENCES AVAILABLE UPON REQUEST**



## 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, 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
- 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**

- 10A 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
- 6) What is the current sales tax rate in your city 4 %?
- 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
- 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 10