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SUMMARY

To obtain a position where I can show my leadership and skills that I gained in my vocational trade

SKILLS

- Microsoft Word, Excel, and PowerPoint 2007 Certified
- Business Filing, Math, and English
- Knowledge of Office Equipment and Procedures
- Excellent Telecommunications
- Outstanding Customer Service
- Leadership Training

EMPLOYMENT HISTORY

Work Skills Program Intern

My Friends Place, Hollywood, CA

11/2016-03/2016

- Assist staff with light cleaning duties
- Organize book shelves and art supply room
- Help with computer set up
- Recruit youth to join computer and employment lab

Stock Clerk

Burlington Coat Factory, Compton, CA

July 2010-June 2011

- Recorded shipments of store merchandise when received
- Took inventory of store merchandise including clothing and accessories
- Provided customer service by assisting with the needs of customers

Stock Clerk

Best Buy, Compton, CA

June 2008-July 2009

- Stocked products and maintained organization of store merchandise
- Took inventory and counted all products received by store
- Recorded received products in the computer
- Provided customer service by helping with needs of customer and answering questions

EDUCATION

Certificate of completion in Finance and Business

Job Corps, Clearfield, UT

Graduated 2012

High School Diploma

Compton High School, Compton, CA

Graduated 2011

REFERENCES

Available Upon Request

Dishwasher Test

- 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
- 2) While washing dishes by hand, which item should you wear?
 - a) Cutting glove
 - b) Oven Mitt
 - c) Rubber glove
 - d) Nothing
- 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
- 4) If you need to move a heavy load, you should PULL and not PUSH the object.
 - a) True
 - b) False
- 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
- 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
 - a) True
 - b) False
- 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
- 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
- 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
- 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