

William Alexander

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Authorized to work in the US for any employer

Work Experience

Banquet Steward / Porter

PALACE STATION HOTEL and CASINO - Las Vegas, NV
November 2015 to July 2017

I have 2 years experience as a steward / Dishwasher & also Porter.

As Stewart/dishwasher i did frequent inventory set up plates , chaffers , heating lamps , prepped food with chef's, then cleaned & refreshed when event was over.

As Porter I set up for events by laying chairs ,all shaped & sized tables , bar's , banners & Setup/Broke down stages for various events also loading/unloading ,receiving , breaking pallets & laying pallets.

Customer Service Representative

Gahisi Sowande And Associates - Los Angeles, CA
December 2010 to May 2015

Responsibilities

Responsible for front office , Including answering phones, Setting appointments & dispatching Service Technicians.

Established schedules for technicians.

filled paper work , typed and documented with Office Manager, Also operated Cash registers & credit card machines

Accomplishments

Kept my life in balance with the hours I was given

Skills Used

Writing/Typing , Organizing , Documenting , Communication.

Janitor/Maintenance

West Angeles christian center - Los Angeles, CA
December 2008 to July 2011

Responsibilities

General Maintenance of the building, Including cleaning restrooms & offices, Buffing floors, Replacing Air filters & Routine Painting Also kept regular inventory of cleaning supplies

Accomplishments

I became more hard working , More depended instead of others & also Self-relaxing seeing that Im doing things that I grew up doing all around home or elsewhere.

Skills Used

painting , plastering, machine servicing, repairs, reassembled & installed various equipment , carpentry, buffering, mopping & sweeping. Thorough Maintenance

Office Clerk

Youth Mentoring Connection (YMC) - Los Angeles, CA
January 2007 to October 2008

Responsibilities

Responsible for presentation and front office duties,
Message taking and relaying via internet.
Filing, typing, data entry, organizing, faxing & answering phones

Accomplishments

I was hard working made sure nothing had to be asked more the once I accomplished a lot with this being my first actual job it gave me dependence and experience that I haven't had before.

Skills Used

typing , filing , faxing, multi-tasking , answering multi phone call receptionist line, also retrieving shipments lifting 50-70 pounds at a time in office supplies

Education

High School Diploma

GoodWill High School - Victorville, CA
2009 to 2010

- 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
- C 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 8.00%?
- 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
- 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? State Liscence.
- 15) How many \$20 bills are in a bank band? 25

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
- A 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
- C 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

