

Jermil Outlaw  
5156 8<sup>th</sup> Avenue  
Los Angeles, CA 90043  
323-642-4445  
[jermiloutlaw@yahoo.com](mailto:jermiloutlaw@yahoo.com)

## SKILLS

- Customer service skills
- Great communication skills
- Able to multi-task
- Punctual, responsible, and trustworthy
- Open-minded and willing to learn

## PROFESSIONAL EXPERIENCE

### **Maintenance/Landscaping/Painting**

- Removed fixtures such as pictures, door knobs, lamps, and electric switch covers prior to painting
- Applied paint, stain, varnish, enamel, and other finishes to equipment, buildings, bridges, and other structures, using brushes, spray guns, and rollers
- Used tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches, to precision measuring instruments and electrical and electronic testing devices
- Hung drywall panels on metal frameworks of walls and ceilings in offices, schools, and other buildings, using lifts or hoists to adjust panel heights when necessary
- Maintained cleanliness of streets by sweeping, removing debris, power washing, emptying trash cans, etc.
- Removed spray paint, graffiti, etc. from various buildings, walls, and street signs

### **Plumbing**

- Located and marked the position of pipe installations, connections, passage holes, and fixtures in structures, using measuring instruments such as rulers and levels
- Assembled pipe sections, tubing, and fittings, using couplings, clamps, screws, bolts, cement, plastic solvent, caulking, and soldering, brazing, and welding equipment
- Cut openings in structures to accommodate pipes and pipe fittings, using hand and power tools
- **Telemarketing**
- *Contacted businesses and private individuals by telephone in order to solicit sales for ribbon and toner*
- *Explained products, services and prices, and answered questions from customers*
- Obtained customer information such as name, address, and payment method, and entered orders into computers

### **Janitorial**

- Serviced, cleaned, and supplied restrooms and gathered and emptied trash
- Cleaned building floors by sweeping, mopping, scrubbing, vacuuming, shampooing, as well as stripping, sealing, and polishing floors
- Notified managers concerning the need for major repairs and additions to building operating systems

### **Mail Processing**

- Verified that items were addressed correctly, marked with the proper postage, and in suitable condition for processing
- Sorted and routed incoming mail, and collected outgoing mail, using carts as necessary
- Determined manner in which mail was to be sent, and prepared it for delivery to mailing facilities

## EMPLOYMENT HISTORY

**General Maintenance**, Chrysalis Enterprises, 2012 - ~~2014~~

Los Angeles, CA

**General Maintenance/Painting/Landscaping**, 2009 – 2012

Los Angeles, CA

**Mail Clerk**, C.U.R.E, 5/2003 – 2/2005

Los Angeles, CA

**Plumber's Assistant**, Pioneer Plumbing, 2000 – 2001

Van Nuys, CA

**Telemarketer**, Allstate Image, 1/1999 – 1/2000

Los Angeles, CA

## EDUCATION

**Inglewood High School**

Inglewood, CA

## 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

C 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