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### 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?
- Clean apron
  - Sanitized wiping cloth
  - Single use paper towel
  - Common used cloth
- C 2) While washing dishes by hand, which item should you wear?
- Cutting glove
  - Oven Mitt
  - Rubber glove
  - Nothing
- d 3) When should you wash your hands?
- Before you start work
  - After handling non-food items (garbage, money, cleaning chemicals)
  - After using the restroom
  - All of the above
- A 4) If you need to move a heavy load, you should PULL and not PUSH the object.
- True
  - False
- e 5) Which of the following could you be at risk for getting burned from?
- Steam from boiling pots
  - Hot liquids (coffee, soup, tea)
  - Hot equipment (ovens, pots, chaffing dishes)
  - Harsh chemicals
  - All of the above
- A 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
- True
  - False
- C 7) What should you do if you spill liquids or see a liquid spill?
- Leave it for someone else to clean-up
  - Wait until the end of your shift to clean it
  - Flag the spill and clean it immediately
  - Not sure
- C 8) When handling hot items you should?
- Wear rubber gloves
  - No need to wear anything
  - Use an oven mitt or dry cloth towel
  - Nothing
- A 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
- Rinsing
  - Scraping
  - Washing
  - Sanitizing
- C 10) What is the proper method for cleaning and sanitizing stationary equipment?
- Spray with a strong cleaning solution and wipe with a sanitized cloth
  - Spray with a sanitizing solution, then rinse with clean water and dry
  - Wash and rinse, then wipe or spray with a chemical-sanitizing solution
  - Brush off loose soil with a clean cloth, then wipe with a sanitizing solution