

MARQUISE I. CASTILLO

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OBJECTIVE

Seeking a full-time, challenging position with a company that offers the opportunity for growth and advancement and that would allow me to effectively use my excellent abilities, skills, and experience to become a contributing asset to the company.

SKILLS & ABILITIES

- Cashier
- Warehouse Clerk
- Food Service Worker
- Shipping
- Receiving
- Customer Service
- Pallet Jack Operator
- Stock Merchandise
- Load
- Unload
- Quick Learner

WORK EXPERIENCE

CASHIER

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Assist customers by providing information and resolving their complaints.
- Establish or identify prices of goods, services or admission.
- Greet customers entering establishments.
- Answer customers' questions, and provide information on procedures or policies.
- Process merchandise returns and exchanges.
- Maintain clean and orderly checkout areas and complete other general cleaning duties.
- Stock shelves, and mark prices on shelves and items.

WAREHOUSE CLERK

- Receive and count stock items, and record data manually or using computer.
- Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards.
- Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
- Store items in an orderly and accessible manner in warehouse.
- Keep records on the use and/or damage of stock or stock handling equipment.
- Examine and inspect stock items for wear or defects, reporting any damage to supervisors.
- Provide assistance or direction to other stockroom, warehouse, or storage yard workers.

EMPLOYMENT HISTORY

2009 to Present	<i>Cashier</i>	L.A. Coliseum	Los Angeles, CA
2009 to Present	<i>Warehouse Clerk</i>	Preferred Personnel	Bell Gardens, CA

EDUCATION

Los Angeles County Office of Education - Job Skills Preparation
John C. Fremont Adult School - Regional Occupation Program

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
- C 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
- 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