

# 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

C 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, 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