

**Zayna Beard**

151 N. Occidental St. Los Angeles CA, 90026 #220

(213) 909-1725

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Skills:

- Microsoft Office
- Typing
- Trustworthy
- Persistence
- Meticulous
- Eagerness to learn
- Positive Attitude

Experience:

Hollywood Worksource Center

Office Clerk/Assistant

June - October 2017

- Greeting incoming customers and entering client database into their custom system
- Assisted with the job searches and resumes, cover letters, applications, ect.
- Simple office duties shredding, copying, answering phone calls
- Provided information and answered any questions to the best of my knowledge

Life Wireless

Sales Associate

May 2017

- Provided efficient and friendly customer service
- Encouraged people in the community of low income to sign up for cell phones
- Organized and gathered materials to handout to potential clients
- Provided information and answered any questions regarding terms and conditions of the cell phones provided.

Good Shepherd Women's Shelter

Administrative Assistant

February 2017 - May 2017

- Organized and filed client documents and confidential paperwork
- Enter client information on company database system
- Created flyers for special events and distributed them accordingly
- Maintained a professional attitude and assisted clients in a friendly manner
- Answered phone calls and provided information or transferred calls to appropriate staff



Union Rescue Mission  
Volunteer

June 2016- August 2016

- Helped prepare food for needy families
- Served meals to residents and community guests
- Assisted with clean ups in between meals
- Provided friendly and efficient customer service
- Maintained a professional and positive demeanor

Education:

○ Mark Keppel High School  
Diploma

August 2011- May 2015



**Cashier Test**

**Score / 15**

- 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
- c 3) A roll of nickels is worth?  
a) \$8.00  
b) \$6.00  
c) \$4.00  
d) \$2.00
- a 4) A roll of pennies is worth?  
a) \$1.00  
b) \$0.75  
c) \$0.50  
d) \$0.25
- b 5) What does POS stand for?  
a) Patience over standards  
b) Percentage of sales  
c) Point of sales  
d) People over service
- 10% 6) What is the current sales tax rate in your city \_\_\_\_\_?
- 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
- a 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 ID
- 15) How many \$20 bills are in a bank band? \_\_\_\_\_

- 10) What is the current sales tax rate in your city? 10%
- 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda for \$1.75. If you are given \$2.00 how much change should you give back? 2
- a) \$4.00
  - b) \$3.00
  - c) \$7.00
  - d) \$2.00
- 8) A customer buys two shirts for \$9.50 each and two ball caps for \$2.25 each. If you are given \$50.00 how much change should you give back? 10
- a) \$19.50
  - b) \$24.50
  - c) \$9.50
  - d) \$4.50
- 9) A customer buys soda for \$2.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back? 13
- a) \$8.00
  - b) \$8.00
  - c) \$10.00
  - d) \$13.00
- 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 \$2.25 each. If you are given \$100.00 how much change should you give back? 10
- a) \$78.50
  - b) \$28.50
  - c) \$38.50
  - d) \$38.50

## 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

b

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

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

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

b

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

