

JOYCE RATNA D.
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Cell: 310-945-8717

EDUCATION

- ❖ **Los Angeles Pacific College, CA**
 - Some accounting (Excel, Individual Tax Prep, Accounting for Small Business)
- ❖ **Santa Monica College, Santa Monica, CA**
 - AA Degree in Liberal Arts - GPA 3.84 - Dean of Honor List all time
- ❖ **Maranatha Christian University, Bandung, Indonesia**
 - B.Sc., Industrial Engineering and Management
 - Graduated in 2000 (thesis on Quality Control, with House of Quality)
 - Accredited by IERF (International Education Research Foundation, USA)
 - Creative, innovative, advance thinking as a result of Industrial Engineering training
 - Analytical skill (thesis using House of Quality analyzing of a property or condominium in Singapore compared to two other main competitors)
 - Open to critics, responsible and willing to improve
 - Care in regards to situations and goals at the work place
 - Bilingual: English and Indonesian both speaking and writing
 - Computer ability: MS Word, Excel, Adobe Photoshop, Power Point, Aegisub
 - Artistic skills: music(classical/jazz), photography, fashion, casting and script analysis

EXPERIENCE

- Convention staffs and brand ambassadors for conferences (Eastridge)
- Independent marketer for Cingular Wireless, American Greeting cards etc (2003-2013)
- Outreach: survey & distribute flyers for Heal the Bay (2005) and So-Cal Edison (2010)
- Private tutor: Bahasa Indonesia for event organizer etc
- Independent translator: diploma, college program, movie scripts, property sales agreement (English to Indonesian)
- Creative writing: freelance writer for Indonesian magazines based in Southern California (Media Indonesia and Spirit)
- Dental Assistant to Iwasaki DDS for patient record, some billing & appointments (2007)
- Interned at Canyon Newspaper in Beverly Hills for marketing, business registration, filling and photography (2006 paper front cover)
- Sales and manager for an upscale souvenir store in Indonesia (1986-1998) and to an upscale souvenir boutique in Venice CA (2008-2015)

VOLUNTEER

- Assisting campaign for Inglewood Candidate (Mr. Current Price) during California State Assembly Election (2006) and also worked as a poll watcher
- Poll Inspector for General Elections (2013-now)
- Volunteer for hospitality for events with Union Station Foundation in Pasadena
- Volunteer as member of Alpha Gamma Sigma Honor Society of Santa Monica College

JOYCE RATHNA D.

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Cell: 370-242-8772

EDUCATION

- **Saints Monica College, Santa Monica, CA**
 - Los Angeles Pacific College, CA
 - Some accounting (Excel, Individual Tax Prep, Accounting for Small Business)
- **AA Degree in Liberal Arts - GPA 3.84 - Dean of Honor List all time**
- **Master of Christian University, Bandung, Indonesia**
 - B.Sc., Industrial Engineering and Management
 - Graduated in 2000 (thesis on Utility Control, with House of Utility)
 - Accredited by IERC (International Education Research Foundation, USA)
 - Creative, innovative, advance thinking as a result of Industrial Engineering training
 - Analytical skill (thesis using House of Utility analysis of a project or community in Indonesia combined to two other main competencies)
 - Open to critics, responsible and willing to improve
 - Care in regards to situations and basis of the work place
 - Bilingual: English and Indonesian both speaking and writing
 - Computer skills: MS Word, Excel, Adobe Photoshop, Power Point, Ableitung
 - Aesthetic skills: music(classical, jazz), photography, fashion and script analysis

EXPERIENCE

- Convention staff and panel speakers for conferences (Esthétique)
- Independent writer for Cintuwar Wileess, American Girlting cards etc (2003-2013)
- Research: survey & distribute leaflet for Heel the Gay (2002) and 20-CI Edition (2010)
- Private tutor: basis Indonesian for event organizer etc
- Independent translator: diploma, college degree, movies & blogs, robbery cases agreement (English to Indonesian)
- Creative writing: feature writer for Indonesian magazines based in South East Asia
- Medis Indonesia and Sibut
- Dutiful Assistant to Iwasaki DDS for patient record, some PI line & appointment (2003)
- Member of Cauyon Neighbors in Beverly Hills for marketing, business liaison, filing
- Sales and Photography (2006 based from cover)
- Sales and manager for an upscale souvenir store in Indonesia (1996-1998) and to an upscale
- Sonnen Portfolios in Venice CA (2008-2012)

Volunteer

- Assisting community for Igleswood Community (Mr. Culbert Phe) during California State Assembly Election (2006) and also worked as a poll worker.
- Poll Inspector for General Election (2013-now)
- Volunteer for possibility for events with Union Station from 1990 to 1995
- Volunteer as member of Alpha Gamma Rho Honor Society of Saint Monica College

B

1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

D

2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

D

3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- d) \$2.00

D

4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

C

5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

C

6) What is the current sales tax rate in your city 9.75?

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?

$$\begin{array}{r}
 1.25 \\
 0.90 \\
 0.79 \\
 \hline
 2.94
 \end{array}$$

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

$$\begin{array}{r}
 21 \\
 14.5 \\
 \hline
 35.5
 \end{array}$$

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

\$8

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

$$\begin{array}{r}
 7.50 \\
 2.50 \\
 5.00 \\
 6.50 \\
 \hline
 21.50
 \end{array}$$

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

B

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 y.o.

14) What are the acceptable forms of ID for alcohol purchases? Driver's Liscence

15) How many \$20 bills are in a bank band? 100