

# **Maria Raygoza**

411 S Fresno Street | Los Angeles, CA 90063 | (323)430-1665 | villaray2023@live.com

## **Objective**

To obtain stable employment with a trusting company where advancement opportunities exists for a dedicated working employee. Help complete all requirements and company responsibilities. Can speak and write perfect English and Spanish. Inventory management, computer knowledgeable and have a Pharmacy Technician license.

## **Education**

- East Los Angeles College, Monterey Park, California
- Everest College, Alhambra, California
- Life Science and Pharmacy Technician

## **Experience**

January 2017 – March 2018

Cook and cashier | Culinary Staffing of America | Los Angeles

Work for important events at Honda Center and Convention Center. Preparing food for the daily menu, maintaining kitchen clean and sanitized. Worked the cash register.

August 2016 – November 2016

Pharmacy Technician | CVS Pharmacy | Los Angeles

Responsible for delivering customers prescribed medication. Verifying correct patient and medicine. Received new prescription and enter information to computer. Responsible for returning medicine back to shelves after fourteen days.

January 2016 – July 2016

Cashier | California Endowment | Los Angeles

Worked the cashing register during hectic hours of the cafeteria, greeted customers with a smile and made sure their order was correct. Was also responsible for making coffee and prepared, sliced food for the days menu. Counted all daily and weekly earnings.



August 2015 – December 2015

**Housekeeping | Saint Vincent Medical Center | Los Angeles**

Housekeeping responsibilities like disinfecting patients rooms, keeping patients rooms neat in an orderly manner, called nurse if patient needed assistance.

February 2015 – July 2015

**Cook | Burger King | Los Angeles**

Cooked and prepared clients orders in an accurate and timely manner and maintained kitchen in order.

October 2013 – June 2014

**Agency Employee | The ILM Employment Group | Los Angeles**

Quality inspection, consisting of scanning clients returned boxes and stating their reason of return into computer.

## **Awards & Acknowledgements**

- Employee of the Month and Perfect Attendance



Housekeeping Test

1. During which of the following situation(s) should you wear gloves?
  - a) When handling disinfectant solutions
  - b) When cleaning guest rooms
  - c) When handling soiled linen
  - d) When handling or disposing of waste
  - e) All of the above
2. Which of the following should be cleaned daily?
  - a) Chairs, lamps, and tables
  - b) Tabletops, bed, and handrails
  - c) Grab bars, light, tops of doors and counters
  - d) Floors, sinks, toilets, and latrines
  - e) All of the above
3. True or False: You do not need to use a separate cloth for cleaning bathrooms.
4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.
5. Should the following be cleaned daily or weekly? Circle one.

a) Floors	Daily/ Weekly
b) Toilets and latrines	Daily/ Weekly
c) Carpets in guest rooms	Daily/ Weekly
d) Carpets in offices	Daily/ Weekly
e) Soiled linen	Daily/ Weekly
6. The best way to clean the floors:
  - a) Scrubbing
  - b) Dry sweeping and dusting
  - c) Sweeping, mopping and dusting
  - d) Wet mopping
7. What should 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 up immediately
  - d) Not sure
8. The proper procedure for cleaning spills of blood and other body fluids is:
  - a) Wearing gloves, clean with cloth soaked in chlorine solution and follow up with disinfectant solution
  - b) Find the janitor on- duty and ask him to clean it up
  - c) Grab whatever is closest and wipe up immediately, then mark "Biohazard"
  - d) Nothing
9. What do you do if you encounter with bed bugs in a guest room?  
Report to supervisor.
10. What do you do if you find Lost and Found items in a guest rooms?  
Report to supervisor.
11. Describe the difference between a disinfectant and a cleaning solution?  
Disinfectant is a more stronger solution

