

SANDRIA JONES



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OBJECTIVE

To gain a position that will allow me to strengthen my skills while allowing me the opportunity to grow within the company, acquiring more skills. Also, to be employed as a full time employee; working 25 hours per week minimum.

SKILLS

Self reliant as well as a team player. I am a problem solver with impressive critical thinking skills.

EXPERIENCE

CLAIR'S BOUTIQUE

February 2016- May 2017

- Key Holder
- Point of Contact For Escalated Concerns
- Processed Returns
- Trained Over 12 Employees
- Assistant Manager
- Produced Weekly Schedules
- Certificate Of Perfect Attendance/ Employee Of The Month
- Made Daily Cash Drops
- Suggested New Ideas to Increase Sales And Profitability

GAP

- Key Holder
- Produced Weekly Schedules
- Made Daily Cash Drops
- Processed Returns
- Certificate Of Perfect Attendance/ Employee Of The Month

Old Navy

- Sales Associate
- Processed Returns
- Processed Exchanges
- Processed Shipments

EDUCATION

ARCADIA HIGH SCHOOL

3.4

High School Diploma

Nursing Program

Certificate Of Perfect Attendance

VOLUNTEER EXPERIENCE OR LEADERSHIP

Soft Ball Co-Captain

Foreign (French) Language Ambassador

Conversational Spanish

Huntington Hospital Maternity Ward Volunteer 1 year followed by 1 year
in Admitting parallel with Cardiology

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

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90%

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

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

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

A 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