
SANDRIA JONES



SANDRIA.JONES77@GMAIL.COM



626) 314-0541

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

-1
90%

- 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
- A 4) If you need to move a heavy load, you should PULL and not PUSH the object.
 - ☒ a) True
 - ☐ b) False
- F 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