

KEYLON HAYNES
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Objective: To secure a challenging position where I can best utilize my skills.

Experience:

Roseville Manor: Concierge Newark, NJ- May 2015 to July 2016
To ensure a safe workplace for both staff and residents patrolling the premises hourly, answering all incoming phone calls in a professional manner providing answers when possible transferring calls and taking messages greeting patients and visitors as they come in oversee maintenance of the reception and waiting area. Make a report when a resident goes in and out of hospital also calling E.MS when needed.

J D Carton & Son: Packer Parsippany, NJ- November 2013 to February 2014
Packing and unloading trucks emptying all garbage in the warehouse, making sure all trucks are secured when leaving.

Brick Force: Warehouse Packer Orange, NJ- June 2013 to September 2013
Loading and un-loading boxes cleaning the warehouse throwing out trash when necessary and providing a safe work environment.

Royal Beauty supply: Security Orange, NJ- March 2010 to September 2011
Hourly patrolled premises to ensure the environment is safe and monitor loss prevention retrieving stolen and lost items.

Education:

High School Diploma- East Orange Campus High School 2007 -2011
Drake College Of Business- Medical Assistant 2013-2013
Externship: Associates in Metal Health & Developmental Disabilities

Skills:

Strong verbal and written communication skills proven ability to deal promptly with emergency situations, precise attention to detail.
Windows XP, CPR, Microsoft Office, Vital Signs, Typing, Medical law and Ethics Coding and Asepsis.

Dishwasher Test

Score 8 / 10

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 D X 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, chafing 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

X C X 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

C 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