

Jesus Paolo Canos

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EXPERIENCE

California State University Los Angeles, Los Angeles, CA, 2015-2018; *Administrative Assistant*

- Audited time reported and data entry in The Maintenance Authority (TMA) Web Solutions.
- Communicated errors in department-wide data collection and generate reports for management.
- Modified overtime reports to director's specification to monitor department-wide overtime allocation.
- Performed routine clerical and administrative duties; organize files, prepare documents, and create reports.
- Prepared reports to monitor data submitted on an ongoing basis - many of these utilized by management.
- Trained new administrative staff to ensure attention to detail and understanding of responsibilities and adherence to university policy.
- Scheduled and coordinated meetings/appointments and screened unscheduled visits and phone calls for supervisors, managers, and director.
- Utilized multiple software solutions such as TMA Web Solutions, Adobe Acrobat Pro DC, Microsoft Excel, PeopleSoft, and DocuSign to create audit reports and approval workflows.

United States California Army National Guard, Burbank, CA, 2011-2017; *Petroleum Supply Specialist* |

1st 144th Field Artillery Battalion

- Conducted monthly inspections and reports for petroleum-based products for testing.
- Maintained and maneuvered the M978 fueling truck through various state-side locations and terrains.
- Supervised and managed issue, reception, storage, and shipping of bulk petroleum products.
- Received and transported bulk petroleum (POL) with proper identification marking and documentation on containers.
- Knowledge of Material Safety Data Sheet (MSDS) handling and working procedures with potential hazardous substance.
- Administered fuel to stationary equipment and military vehicles while maintaining, gauging, annotating, and accounting for mass accounts of petroleum products.
- Performed daily preventive maintenance checks on four Heavy Expanded Mobility Tactical Trucks (HEMTT) and numerous military diesel vehicles; analyzed petroleum levels and conducted Millipore Tests by recirculation of fuel.
- Trained various protocols to new team members; particularly, the safety standard procedures for handling petroleum through proper protective equipment (PPE) and inspecting of hazmat equipment, thus ensuring overall appropriate emergency precautions to prevent harm.

EDUCATION

2019 – **California State University at Los Angeles, CA** *Bachelor of Science in Exercise Science*
Certificate in Sports Nutrition

2011 – **United States Army Quartermaster School at Fort Lee, VA**, *Completion of Petroleum Supply Curriculum*
Honor Graduate, Recipient of Outstanding Leadership Award

ADDITIONAL

- In Progress – **ASCM Certified Strength and Conditioning Specialist**, CSCS Certification
- 2019 – **ServSafe: Food Protection Manager Certificate** 17520013

AFFILIATIONS

2019 – **Los Angeles LGBT Center**, *Volunteer*

2018 – **DTLA Proud Gala**, *Volunteer*

2018 – **DTLA Proud Festival**, *Volunteer*

2018 – **American College of Sports Medicine**, *Member*

2016 – **100 Citizens Group**, *Lead Trainer*

PERSONAL

Innovative and creative individual – having volunteered in both private and local events, DTLA Proud GALA 2018, DTLA Proud 2018. Have also traveled extensively throughout regions in Asia, North and South America. Other hobbies include playing Overwatch, watching TED Talks, reading on my Kindle, and volunteering.

Prep Cooks Test

Multiple Choice (1 point each)

- d 1) A gallon is equal to _____ ounces
- a. 56
 - b. 145
 - c. 32
 - d. 128
- a 2) Mesclun are what type of vegetable?
- a. Roots
 - b. Beans
 - c. Salad Greens
 - d. Spices
- b 3) What does the term braise mean?
- a. Sear quickly on both sides
 - b. Slowly cook in covered pan with little liquid
 - c. Cook on high heat and quickly
 - d. Slowly cook in simmering water
- b 4) At what internal temperature must chicken be cooked so that it is safe to eat?
- a. 155 degrees F
 - b. 165 degrees F
 - c. 175 degrees F
 - d. 185 degrees F
- a 5) How do you blanch vegetables?
- a. Immerse for a short time in boiling water
 - b. Cook lightly in butter over med heat
 - c. Soak in cold water overnight
 - d. Rub with salt before cooking
- c 6) Which of the following ingredients would you pack before measuring?
- a. Olive Oil
 - b. Salt
 - c. Brown Sugar
 - d. White Sugar
- a 7) What is Al Dente?
- a. Firm but not hard
 - b. Soft to the touch
 - c. Very hard
 - d. Very soft
- c 8) Food should be left out no more than
- a. 2 hours
 - b. 3 hours
 - c. 4 hours
 - d. 5 hours
- d 9) Which is the improper way to thaw frozen food?
- a. In the fridge
 - b. In a sink with cold water
 - c. On the counter
 - d. In the microwave

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10/1

Prep Cooks Test

a 10) Which of the following can you use to put out a grease fire?

- a. Baking Soda
- ~~b. Baking Powder~~
- ~~c. Flour~~
- ~~d. Water~~

b 11) What is the temperature range of the danger zone?

- a. 25-135
- b. 40-140
- c. 50-160
- ~~d. 30-130~~

c 12) Which of the following is listed from smallest to largest?

- a. Dice, chop, mince
- b. Mince, chop, dice
- ~~c. Chop, dice, Mince~~
- ~~d. Mince, dice, chop~~

d 13) Which direction should pan handles be turned while cooking on the stove?

- a. Over the fire at all times
- b. Turned towards you for better control
- ~~c. Turned towards the right or left at all times~~
- ~~d. Over the countertop at all times~~

c 14) When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- c. Liquid
- ~~d. Oil~~

a 15) Which spoon is used to remove fat from soups and stews

- a. Basting Spoon
- ~~b. Ladle~~
- ~~c. Slotted Spoon~~
- ~~d. Portion Spoon~~

b 16) Which of the following means to cook in a small amount of fat?

- a. Season
- b. Sauté
- c. Broil
- d. Boil
- e. Fry

a 17) What is a Julien cut?

- a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8" dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

a 18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill

Fill-in the Blank (1 point each)

Prep Cooks Test

19) SALT & PEPPER are the basic seasoning ingredients for all savory recipes.

20) MINCE: to cut into very small pieces when uniformity of size and shape is not important.

chop

