

4/23 a/2012

TISHA N. ROMEO

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OBJECTIVE To obtain a position that offers a challenge and an opportunity for professional growth and advancement.

EXPERIENCE

July '99 – Nov '12 766th US Army Reserve
Far Rockaway, Queens, NY
SUPPLY MANAGER- Distribution of supplies to multiple units throughout US military bases. Clerical duties and controlling inventory and invoices, Reviewed and make sure all materials are accounted for. Along with other warehouse duties.

Apr '14- June '17. Old Harbour Caribbean Restaurant
Queens, NY 11434
RESTAURANT MANAGER - In charge of restocking three different restaurants. As well as hiring and/siring employees. Kept stores up to code.

Jan '05 – June '13 Liberty Medical Plaza
Brooklyn, NY 11236
MEDICAL BILLER\CODER- Billed patience and insurance companies for doctors. Clerical Duties. Word, Outlook, Excel, Spreadsheet

Aug '02 – Dec '04 Liberty Medical Plaza
Queens, NY
MEDICAL RECEPTIONIST- Entered new patience into computer. Scheduled appointments. Filling, typing, clerical duties.

Feb '01– July '01 The Public Library
Manhattan, NY
SUPERVISOR- Supervised the bar coding and data entry of subordinates. Trained new employees. Assisted in hiring and firing.

Feb '00 – Feb '01 4219th US Army Reserve
Dover, NJ
MEDICAL SUPPLY CLERK- Distribution of medical supplies to military units. Checked, recorded, ordered and bar-coded inventory.

Nov '97 – June '99 The Nash Law Firm, P.C.
Newark, NJ
RECEPTIONIST- Data entry. Scheduled appointments. Typed correspondences. Maintained and updated files on client's cases. Prepared Entry or Appearances (EOA's)

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 the issue to hotel manager. Do not mix Linen with Linen that was not exposed to bed bugs.
10. What do you do if you find Lost and Found items in a guest rooms?
Turn it in to the office/manager
11. Describe the difference between a disinfectant and a cleaning solution?
Disinfectant kills germs on all surfaces and/or objects while cleaning solutions cleans (removes) dirt & germs from all surfaces and objects.

Buffet Service Test

Multiple Choice:

1. The first thing a client is going to notice about you is:
 - A. How much you went through to get there
 - B. How far you had to park
 - C. What you look like when you report for duty
 - D. How Punctual you are
 - E. A&B only
 - F. C&D only
 - G. All of the above
2. BEO stands for:
 - A. Banquet Effeciency Order
 - B. Better Events Organization
 - C. Banquet Event Order
 - D. Best Ever Odor
 - E. None of the above
3. Once your chafing dish is set up, the next step is to add what to the pan:
 - A. The food
 - B. Hot Water
 - C. Cold Water
 - D. Jelly from the Sterno can
 - E. None of the above
4. Which is an acceptable way to lite a sterno can?
 - A. With matches
 - B. With a regular cigarrete lighter
 - C. With a long-neck lighter
 - D. All of the above
 - E. None of the above

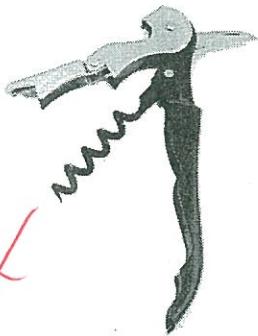
Name that item:



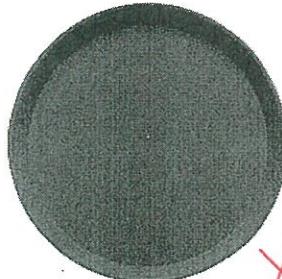
sterno can



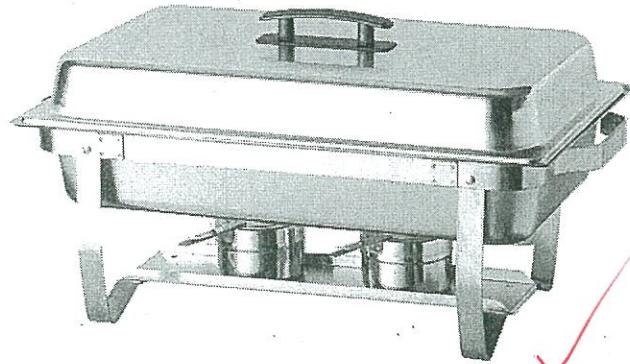
Serving tray



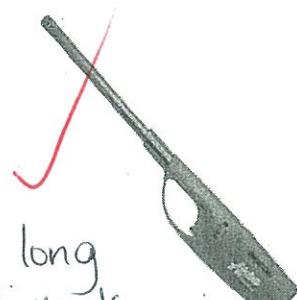
can opener



plate



chafing dish



long neck lighter