

COURTNEY WILLIAMS

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OBJECTIVE

As a transgender woman of color, opportunity is often not widely provided to our community. I am ready to take the next step in my life and join the workforce. As a skilled entrepeneur, customer service representative, and hard worker I believe I will be an asset to any team I join. I hope to build a mutual relationship with my employer to not only help me grow, but the company as well.

EXPERIENCE

Self-Owned Business

Los Angeles, CA

Entrepeneur

May 2018 – Present

- Created an online platform for beauty and personal services that was regularly updated daily and weekly
- Generated online advertisements to promote products, attract clientele, and build the credibility of the company
- Maintained a network of 15+ annual contributors that regularly purchase product

SKILLS

Marketing

- Promoting services through online advertisements
- Building a network of regular clients and improving visibility for brands
- Creating appealing online flyers to be distributed across the internet

Event Coordination

- Ability to manage guest lists and monitoring attendees during events
- Skilled in event set up, clean up and maintenance

Customer Service

- Experience with managing 20+ clients and scheduling appointments
- Advanced interpersonal communication Skills
- Ability to be responsible for finances on behalf of a company/organization

Dishwasher Test

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

C 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

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

b 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