Acrobat

outsourcing

First and Last Name: Cumari Allen

Email: Cumar.Allen07@gmail.com

Phone number: 323-484-5356

Working Experience:

Company Name: Nissin Foods

Dates of Employment: Sep - July 2018

Job Responsibility:
- Warehouse worker
- ~~strike~~
-
-

Company Name: Flying Food Group

Dates of Employment: April - August

Job Responsibility:
- Silverware
-
-
-

Company Name: _____

Dates of Employment: _____

Job Responsibility:
-
-
-
-

Skills

- General labor
-
-
-

Acrobat
outsourcing
Your Hospitality Staffing Professionals
COMMUNICATION SKILLS QUIZ

For each statement, place an "X" in the column that best describes you. Please answer questions as you actually are (rather than how you think you should be), and don't worry if some questions seem to score in the 'wrong direction'. When you are finished, use the answer key to score your answers and total at the bottom.

Statements To Answer	Not At All	Rarely	Sometimes	Often	Very Often	Score:
1. I try to anticipate and predict possible causes of confusion, and I deal with them up front.				X		
2. When I write a memo, email, or other document, I give all of the background information and detail I can to make sure that my message is understood.				X		___
3. If I don't understand something, I tend to keep this to myself and figure it out later.	X					___
4. I'm surprised to find that people haven't understood what I've said.				X		___
5. I can tend to say what I think, without worrying about how the other person perceives it. I assume that we'll be able to work it out later.				X		___
6. When people talk to me, I try to see their perspectives.			X			
7. I use email to communicate complex issues with people. It's quick and efficient.	X					
8. When I finish writing a report, memo, or email, I scan it quickly for typos and so forth, and then send it off right away.				X		
9. When talking to people, I pay attention to their body language.		X				___
10. I use diagrams and charts to help express my ideas.	X					___
11. Before I communicate, I think about what the person needs to know, and how best to convey it.		X				___
12. When someone's talking to me, I think about what I'm going to say next to make sure I get my point across correctly.				X		___
13. Before I send a message, I think about the best way to communicate it (in person, over the phone, in a newsletter, via memo, and so on).		X				___
14. I try to help people understand the underlying concepts behind the point I am discussing. This reduces misconceptions and increases understanding.			X			___
15. I consider cultural barriers when planning my communications.				X		___

Total: ___