

Amelia Gonzalez

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KEY SKILLS

- Extremely goal oriented focusing on results
- Extremely reliable and dedicated
- Excellent interpersonal skills
- Quick to adapt to high pressure situations
- Proficient in Microsoft Word, Excel, PowerPoint
- Organizational, oral, and written skills
- Self-driven, proactive, and disciplined
- Strong leadership and team player skills

EDUCATION

Bachelor of Science Exercise Science & Health, University of Idaho, Moscow, Idaho – May 2019

High School Diploma, Nampa High School, Nampa, Idaho - May 2014

WORK EXPERIENCE

Building Manager, Idaho Commons & Bruce Pitman Center, Moscow, ID

08/2015 – 05/2019

- Assemble audiovisual equipment for university events; make room reservations, and open and close facility
- Monitor building activities and ensure the flow of schedule events
- Provided information to building patrons regarding University of Idaho services

Patient Registration Representative, Pullman Regional Hospital, Pullman, WA

03/2019- 05/2019

- Greeted and registered patients into outpatient clinic
- Verified all patient demographics, insurance details, and obtain authorization numbers for procedures
- Collect payments, answer calls, and page medical employees

Sales Specialist, Victoria's Secret, Boise, ID

05/2017 – 11/2018

- Deliver friendly and efficient customer service
- Develop sales and service techniques
- Take initiative to recover and replenish merchandises

Academic Mentor, TRIO/Upward Bound Boise State University, Boise, ID

05/2018 – 07/2018

- Spent 5 weeks working at Boise State for TRIO/Upward Bound summer college preparation program
- Tutored and supervised high school students in leadership and health
- Drove students in commercial vans for various field trips

Certified Nurse Assistant Intern, Aspen Park of Cascadia, Moscow, ID

01/2018 – 04/2018

- Assisted residents with activities of daily living including ambulation, baths, pericare, transfers, and assistive feeding
- Comforted and communicated with residents while obtaining their vital signs
- Ensured the accurate, timely flow of information by maintaining thorough patient records and updating healthcare team on patients' status

Volunteer, Public Health North Central District Health Department, Moscow, ID

10/2017- 12/2017

- Assisted public health nurse at schools for children's hearing and vision screening in rural areas

Receptionist, BoDo Chiropractic, Boise, ID

06/2017 – 07/2017

- Maintained the front desk and reception area in a neat and organized fashion
- Managed reception area, including greeting visitors and responding to telephone and in-person requests for information
- Scheduled appointments and process client payments

Cashier Test

Score 13 / 15

B

1) A roll of quarters is worth?

- a) \$5.00
- ☒ b) \$10.00
- c) \$15.00
- d) \$20.00

a

2) A roll of dimes is worth?

- ☒ a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

d

3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- ☒ d) \$2.00

A

4) A roll of pennies is worth?

- ☒ a) \$1.00
- b) \$0.75
- ☒ c) \$0.50
- d) \$0.25

C

5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- ☒ c) Point of sales
- d) People over service

6) What is the current sales tax rate in your city 9.5 ?

C-

7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?

- a) \$4.06
- b) \$2.06
- ☒ c) \$7.06
- d) \$5.06

B.

8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

- a) \$19.50
- ☒ b) \$14.50
- c) \$9.50
- d) \$4.50

d

9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- a) \$6.00
- b) \$8.00
- c) \$10.00
- ☒ d) \$12.00

A-

10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?

- ☒ a) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50

Cashier Test

Score / 15

- a 11) Counterfeit pens should be used on which three denominations?
- ☒ a) \$20, \$50, \$100
 - ☐ b) \$10, \$20, \$50
 - ☐ c) \$5, \$50, \$100
 - ☐ d) \$10, \$20, \$50
- a 12) How many times should you count change when giving it to the customer?
- ☒ a) one
 - ☐ b) two
 - ☐ c) three
 - ☐ d) no need to count

Question & Answer:

- 13) What is the minimum age for legal alcohol purchases? 21
- 14) What are the acceptable forms of ID for alcohol purchases? State Id, Drivers license, Pass Port
- 15) How many \$20 bills are in a bank band? 100