

JANIRA VALENCIA

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Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Experience

	Sparling orchard
2009 - 2011	Receptionist My duties where to answer the phone and in the computer on Microsoft word i would make notices about events going on in the community..
	Clinica Romero
12/11 - 05/12	Front desk I would answer phones help out the patients with any questions they had, and i would make appointments... and search for insurance
	Michael kors
6/12 - 12/12	Cashier Cashier Organize the items Helping customers with anything that they needed help with
	El ranchito
02/2013 - 12/2013	Cashier/ server I would stand in the cashier taking orders and will deliver customers orders to there table and clean right after they where done
	System one Holdings
05/2014 - 09/2014	Housekeeping/ loading and unloading This is an agency that would send me to different places to work I would be doing housekeeping loading and unloading merchandise
	The ambrose
12/2018 - 06/2019	Room attendant I would clean rooms restroom do beds vaccum bathrooms mop dusting off wiping down windows

Education

2011	Uei college Medical assistant
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Skills

Customer service Housekeeping Front desk Cashier Bartender Waitress Porter Server

Achievements & Awards

I have a certificate for completing my medical assistant course

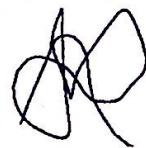
HIPAA certification

Language

English/spanish I can read and write in both languages

Interests

My interest in new job positions is learning new things and enjoy working with new people ..



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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	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly
b) Toilets and latrines	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly
c) Carpets in guest rooms	<input checked="" type="radio"/> Daily <input checked="" type="radio"/> Weekly
d) Carpets in offices	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly
e) Soiled linen	<input checked="" type="radio"/> Daily <input type="radio"/> 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?
*change the linen and double check
there's no more*
10. What do you do if you find Lost and Found items in a guest rooms?
give it to the lost and found
11. Describe the difference between a disinfectant and a cleaning solution?
*cleaning solution is to clean
and disinfectant is just to disinfect*