

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

86%

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?

change the linen and double check theirs 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