

Maria D. Rivera

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Skills

- Over 15 years successful experience in both retail and office work
- Proficient user of a proprietary database to account for cash from municipal operations
- A highly productive team worker exhibiting excellent memory skills
- Met or exceeded performance standards

Employment History

Cashier/Maintenance

2018 - 2019

Chabelitas Restaurant, Los Angeles, CA

- Received payment by cash, check, and credit and debit cards.
- Answered customers' questions, and provided information on procedures or policies.
- Helped customers find the location of products.
- Issued receipts, refunds, credits, or change due to customers.
- Greeted customers entering the establishment.
- Assisted customers by providing information and resolving their complaints.
- Maintained clean and orderly checkout areas and completed other general cleaning duties, such as mopping floors and emptying trash cans.
- Identified prices of goods, services, and tabulate bills, using calculators, cash registers.
- Answered incoming phone calls.
- Bagged, boxed, wrapped, or gift-wrapped merchandise, and prepared packages for shipment.

Cash Vault Teller

2012 - 2016

Garda Cash Vault, Los Angeles, CA

- Balanced currency, coin, and checks using a computer and calculated daily transactions, using computers, calculators, or adding machines.
- Received cash for deposit, verified amounts, and checked accuracy of deposit slips.
- Counted currency, coins, and checks received, by hand or using currency-counting machine, to prepare them for deposit or shipment to branch banks or the Federal Reserve Bank.
- Sorted and filed deposit slips.
- Received and counted daily inventories of cash.
- Arranged monies received in cash boxes and coin dispensers according to denomination.
- Counted, verified, and posted armored car deposits.

Zoner Associate

2005 - 2010

Target, Los Angeles, CA

- Arranged merchandise for display.
- Greeted customers and answered customers regarding shoe sizes and availability.
- Restocked merchandise returned by customers in the fitting room or display areas.

Diplomas & Certifications

Nurse Assistant Certification

2013

State of California, Los Angeles, CA

Diploma

Susan Miller Dorsey High School, Los Angeles, CA



Dishwasher Test

Score 7 / 10

3

10/10

b 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

Q 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