

Bryant King

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Career Goal: Office Administration

Reliable, quality-focused individual looking to secure a professional Office Administration position with a reputable organization where I can continue to develop and enhance my hands-on skills and knowledge in the Office Administration field as a Career Technical Training completer of the Turner Job Corps Center.

Office Administration Skills

MS Word	Business English	Record Keeping
MS Power Point	Business Math	Office Safety
MS Excel	Petty Cash	Workstation Management
Key 50 WPM	Basic Math	Office Procedures
Alphabetic Filing	Spelling	Proofreading 1
Numeric Filing	Sentence Clarity	Proofreading 2

Experience

Atlanta Job Corps Center, Atlanta, Georgia

Turner Job Corps Center, Albany, Georgia 31705

Work Base Learning, Office Administration, (Student Intern)

- Assigned to file and organized future and completed student work.
- Operate Office Machines, such as photocopiers and scanners, personal computers.
- Answer telephones, direct calls, and take messages.
- Maintain and update filing, inventory, mailing, and database systems.
- Compute, record, and proofread data and other information, such as records and reports.
- Completed work schedules, managed calendars, and arranged appoints.
- Review files, records, and other documents to obtain information to respond to requests.
- Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail.
- Communicated with customers, employees, and other individuals to answer questions.

Education

Turner Job Corp Center, Albany, GA

- High School Diploma
- Office Administration Certification

Available for short/Long -term projects ■ Excellent work references



C

Dishwasher Test

Score / 10

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

D

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

B

4) If you need to move a heavy load, you should PULL and not PUSH the object.

- a) True
- b) False

E

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

A

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