

# 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.

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## Office Administration Skills

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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

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## Experience

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Atlanta Job Corps Center, Atlanta, Georgia

Turner Job Corps Center, Albany, Georgia 31705

Work Base Learning, Office Administration, (Student Intern)

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- 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.
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## Education

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**Turner Job Corp Center, Albany, GA**

- High School Diploma
  - Office Administration Certification
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**Available for short/Long -term projects ■ Excellent work references**

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## Dishwasher Test

Score / 10

- C 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, chaffing 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