

Tracy Shelnutt

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Objective: I am seeking a career within your Company, which will be both challenging and rewarding. And that will allow me to show my skills. I am Detail oriented, have a strong work ethic, and I am a team player. willing to learn and grow.

Qualifications: I have been a C.N.A . Worked as a care giver, Bookkeeping of Medical record's, Patient care Tech, Phlebotomy (taking labs)

Skills:

- Medical Assistant
- Patient Care
- Manager
- Care giver
- Teacher Aide Diploma

- Medical Assistant Diploma

Experience:

Mansions of Decatur

Housekeeper

2677 lawrenceville Hwy

March,2018-August,2018

Decatur,GA 30033

\$10.50 hourly

Avondale Ice Cream

Retail Store Manager

2837 East College Ave

July,2016-Dec,2017

Decatur, GA 30030

Store Closed/ \$10.00 hr

Pruitt Health Corporate

Housekeeper

1626 Juergen Court

Sept,2008-Janiary,2015

Norcross,GA 30093

\$11.37 hr

Education:

Jan-2007

Medical Coding/Billing

Pennsylvania

US Career Institue

Medical Assistant

Jan-2004

Georgia Medical Institute

Atlanta,GA

Teacher Aide

Feb,2019-April,2019

Stratford Career Institute

GPA-3.1

Name: Tracy Ann Shelnutt

Score /14

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 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? Call my boss and let them know.
10. What do you do if you find Lost and Found items in a guest rooms? Take it to the proper supervisor OR manager,
11. Describe the difference between a disinfectant and a cleaning solution? cleaning solution are for cleaning - Disinfectants have some chemicals in them.. wear gloves.

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

- _____ 2) While washing dishes by hand, which item should you wear?
 - a) Cutting glove
 - b) Oven Mitt
 - ☒ c) Rubber glove
 - d) Nothing

- _____ 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

- _____ 4) If you need to move a heavy load, you should PULL and not PUSH the object.
 - a) True
 - ☒ b) False

- _____ 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

- _____ 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
 - ☒ a) True
 - b) False

- _____ 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

- _____ 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

- _____ 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

- _____ 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