

# **Tracy Shelnutt**

22 Chelsea court Avondale Estates Ga 30002

Email - tracyshel09@gmail.com

~~678-914-2464~~ 229 829-0712

**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**

2677 Lawrenceville Hwy  
Decatur, GA 30033

#### **Housekeeper**

March, 2018-August, 2018  
\$10.50 hourly

#### **Avondale Ice Cream**

2837 East College Ave  
Decatur, GA 30030

#### **Retail Store Manager**

July, 2016-Dec, 2016  
Store Closed/ \$10.00 hr

#### **Pruitt Health Corporate**

1626 Juergen Court  
Norcross, GA 30093

#### **Housekeeper**

\$10.00 hr, 2008-January, 2015  
\$11.37 hr

### **Education:**

Medical Coding/Billing

Jan-2007

Pennsylvania

US Career Institute

Medical Assistant Jan-2004

Georgia Medical Institute Atlanta, GA

Teacher Aide Feb,2019-April,2019

Stratford Career Institute GPA-3.1

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	<input checked="" type="radio"/> Daily/ Weekly
b) Toilets and latrines	<input checked="" type="radio"/> Daily/ Weekly
c) Carpets in guest rooms	<input checked="" type="radio"/> Daily/ Weekly
d) Carpets in offices	<input checked="" type="radio"/> Daily/ Weekly
e) Soiled linen	<input checked="" type="radio"/> 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 - Disinfectants have some chemicals in them.. weak Clues.* Cleaning solution are for weak

**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, chafing 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