



Vivian Galarza

9 Rose Court, New Britain, CT 06053
(203) 963-0955 • vivian.galarza@outlook.com

OBJECTIVE

My combined knowledge and experience in sales and the medical field make me an excellent candidate for a position within an organization to help expand and grow. My ultimate goal is to help an organization meet its vision statement and to create an atmosphere that is welcoming and comforting.

PROFESSIONAL PROFILE

- Customer service professional in various office and retail settings
- Functionality to collect and categorize office inventory
- Ability to answer inquiries in person and by telephone correspondence
- Proficient in Microsoft Office
- Provide problem solving abilities and handle multiple tasks
- Ability to perform office medical billing and coding and to schedule appointments
- Familiarity with anatomy and physiology, CPT and ICD-9 manuals, computer fundamentals
- Fluent in English and Spanish

EXPERIENCE

4/26 2019 – 1/2/2020

Kaman Corporation, Bloomfield, CT (Seasonal Job)

- Parts Inspection Department

4/24 2019 – Present

Environmental Services, Fox Woods Casino, Mashantucket, CT

- Cleaning Casino Level

2/28/2017 – 3/22/2018

UConn Health Center, Sodexo, Farmington, CT

- Cashier and Stocked sales floor, Cleaning the Food area.

7/16/2016 – 3/20/2017

Team Member, Wendy's, Bristol, CT

- Assemble and create menu items in fast-paced environment
- Maintain dining area to meet health standards

Panera Bread, New Britain, CT

- Worked in all positions (Cashier, Dishwasher, Made salads and Sandwiches)

Aug 14 2019-Dec 1
2019

Sales Associate, Target, Toy Department, New Britain, CT

- Enacted team-communication via electronic communications

Aug. 2005-Dec. 2005

Sales Associate, Kohl's, Plainville, CT

- Handled various departments and oversaw daily activities within organization

Jan. 2002-Jan. 2004

EDUCATION

Associate Degree, General Studies, Tuxxis Community College, Farmington, CT

In Progress

Certificate, Computer Fundamentals, Literacy Volunteers of Stamford

2013

Medical Billing & Coding Certificate, Tuxxis Community College, Farmington, CT

2011

High School Diploma, James Madison High School, Norcross, GA

2007

Acrobat

outourcing

Your Hospitality Staffing Professionals

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
- 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, what is the correct order of rinsing?
 - a) Top, Middle, Bottom
 - b) Bottom, Middle, Top
 - c) Middle, Top, Bottom
 - d) Top, Bottom, Middle