

Vivian Galarza
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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

- Kaman Corporation**, Bloomfield, CT (Seasonal Job) 4/26 2019 – 1/2/2020
• Parts Inspection Department
- Enviromental Services, Fox Woods Casino**, Mashantucket, CT 4/24 2019 – Present
• Cleaning Casino Level
- Uconn Health Center, Sodexo**, Farmington, CT 2/26/2017 – 3/22/2018
• Cashier and Stocked sales floor, Cleaning the Food area.
- Team Member, Wendy's**, Bristol, CT 7/16/2016 – 3/20/2017
• Assemble and create menu items in fast-paced environment
• Maintain dining area to meet health standards
- Panera Bread**, New Britain, CT Aug 14 2019-Dec 1 2019
• Worked in all positions (Cashier, Dishwasher, Made salads and Sandwiches)
- Sales Associate, Target Toy Department**, New Britain, CT Aug. 2005-Dec. 2005
• Enacted team-communication via electronic communications
- Sales Associate, Kohl's**, Plainville, CT Jan. 2002-Jan. 2004
• Handled various departments and oversaw daily activities within organization

EDUCATION

- Associate Degree, General Studies**, Tunxis Community College, Farmington, CT In Progress
- Certificate, Computer Fundamentals**, Literacy Volunteers of Stamford 2013
- Medical Billing & Coding Certificate**, Tunxis Community College, Farmington, CT 2011
- High School Diploma**, James Madison High School, Norcross, GA 2007

Acrobat
outsourcing
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, 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 dishes, you should
a) ☒ Rinse