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**Open**

# Fire prevention !



Fire, open flames and smoking are prohibited!

## How to react in the event of fire

Keep calm

### 1. Report fire

Call the Fire Brigade

**Emergency call 112**



Activate the fire alarm!

Who is reporting ?

Where is the fire ?

What is on fire ?

How many casualties ?

### 2. Evacuation



People who are at risk or helpless must be assisted during evacuation

Close doors

Use escape routes

Pay attention to instructions

Assemble at the designated

Fire Assembly Point

**Lifts must NOT be used!**

### 3. Attempt to extinguish fire



Do not attempt to fight a fire with a fire extinguisher or fire hose if you are putting yourself at risk

Rhine-Waal University of Applied Sciences Fire Safety Regulations according to DIN 14096

## Robert Smith

Microbiology Lab Assistant

#### CONTACT DETAILS

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@quickresume.com  
www.quickresume.com

#### SKILLS

MS Office, Computer  
Skills, Administrative  
Skills, Multitasking

#### LANGUAGES

English (Native)  
French (Professional)  
Spanish (Professional)

#### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

#### REFERENCES

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)

#### PERSONAL STATEMENT

As a Microbiology Lab Assistant, responsible for assisting technical staff in the areas of chemistry, hematology, coagulation, urinalysis, specimen processing, or other areas where required. Experience in directing supervision, the Laboratory Assistant performs duties involving the processing of specimens, maintenance of instrumentation, and administrative tasks.

#### WORK EXPERIENCE

Microbiology Lab Assistant  
ABC Corporation - August 2009 - January 2010

##### Responsibilities:

- Performed microbiology specimen processing
- Set up and plated samples to appropriate media for incubation.
- Performed daily gram staining for microbiologists.
- Logged blood cultures in BACTEC.
- Set up aerobic and fungal cultures according to standard operating procedures, 128 samples/hour Set up organism sensitivity studies according to standard operating procedures.
- Prepared samples for processing and analysis.
- Performed tasks to support the laboratory technical staff in the areas of specimen procurement, specimen processing, and some basic lab testing.

Microbiology Lab Assistant  
Delta Corporation - 2004 - 2009

##### Responsibilities:

- Performed microbiological testing on raw materials and finished products.
- Media preparation, sterilization, and preparing plates for use.
- Perform Gram stains, read and record results.
- Clean up after labs and organize equipment in the labs.
- Graded quizzes and exams of non-biology major courses.
- Prepare media, and bacterial cultures for 4 microbiology courses each semester o Autoclave media and equipment o Maintain a safe, clean, o Prepared culture media and prepped laboratory.

#### Education

GED

# Robert Smith

## Client Administrative Manager

Phone (123) 456 78 99  
Email: [info@qwikresume.com](mailto:info@qwikresume.com)  
Website : [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn: [linkedin.com/qwikresume](http://linkedin.com/qwikresume)  
Address: 1737 Marshville Road, Alabama

### SUMMARY

Administrative manager experienced working in a fast-paced retail environment demanding strong organizational, technical and interpersonal skills. Highly trustworthy, ethical, and discreet individual; committed to great customer service. Resourceful, flexible & dedicated individual with a positive attitude possessing a considerable amount of knowledge regarding store/office procedures. A detailed-oriented manager with a proven track record of accomplishments and a wide range of administrative responsibility.

### SKILLS

Customer Service.

### WORK EXPERIENCE

#### Client Administrative Manager

Majic Plastics, Inc - November 2011 - Present

- Executed full lifecycle administrative tasks to support the expansion into warehouse/office space and 10 employees with 20% FY11 growth.
- Ensured supply met demand by managing inventory and ordering office supplies and equipment.
- Aided HR by facilitating workers compensation audit, medical and 401k programs.
- Managed 1 employee and trained staff member on best practices and protocol to ensure optimal productivity.
- Monitored billing, A/P, A/R, invoicing and shipments to ensure optimal client deliverables.
- Ensured client satisfaction ratings by timely offering proactive resolution ideas while driving actionable responses to questions, concerns, or challenges.
- Maintained vendor and client accounts and proactively identified and solved complex problems that impact operations management and the business direction.

#### Administrative Manager

ABC Corporation - 2010 - 2011

- Promoted to manager position to recruit, train and supervise 150+ customer service reps and cashiers
- Foster an environment in which guests enjoy high levels of service and employees are motivated to deliver top performance
- Manage front-end operations to ensure friendly and efficient transactions at checkout
- Reduced staff turnover by 15% in 2008, benchmarking a record-setting improvement in staff retention due to the success of employee-development and morale-building programs
- Elevated stores guest-satisfaction index from 86% to 97% within two years; ensured the swift resolution of customer issues to preserve customer loyalty while complying with company policies
- Served on special taskforce charged with turning around under-performing stores
- Trained CSRs and managers in five struggling stores, and contributed to significant improvements in guest satisfaction, sales and audit scores.

### EDUCATION

Diploma - (Poplar Bluff High School Graduate - Poplar Bluff, MO)

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# Robert Smith

## Lead Administrative Office Clerk

### PERSONAL STATEMENT

Seeking the Administrative Office Clerk position in a nice and well-organized company that can help with goals and give more experience. Responsible for the daily general administration of a company.

### WORK EXPERIENCE

#### Lead Administrative Office Clerk

ABC Corporation - October 2010 - September 2011

##### Responsibilities:

- Kept department records, answering calls, combining reports, and maintaining office documents.
- Able to have a good relationship with other staff in other departments.
- Collected source documents from various files in the department, made database management systems.
- Sorted, combined, and verified data, corrected an error data. Stored important data into a safety place.
- Performed writing, typing, and entering information into a computer, arrange file records.
- Accepted money from customers and deposits money in the bank. Distribute information to all staff.
- Performed accounts receivable duties including invoicing, researching chargebacks, discrepancies, and reconciliations.

#### Administrative Office Clerk

Delta Corporation - 2009 - 2010

##### Responsibilities:

- Responsible for data entry, sorting and filing documents, quality checking resumes and skill assessment tests, and cataloging books Awards Waivees.
- Traveling, reading, and music.
- Received and handled a high volume of student-related telephone calls. Performed various traditional receptionist duties including file, fax, and mail.
- Recorded and maintained payroll and personnel data.
- Answered phones and assisted census employees with payroll and other questions.
- Handling and ordering all monies for the store.
- Keeping track of daily store sales and inventory.

### Education

Associates in Computer Science - (John Tyler Community College)

### CONTACT DETAILS

1737 Marshville Road,  
Alabama  
(123)-456-7899  
[info@qwikresume.com](mailto:info@qwikresume.com)  
[www.qwikresume.com](http://www.qwikresume.com)

### SKILLS

Strong Leadership,  
Excellent Attendance,  
Work Well With Others.

### LANGUAGES

English (Native)  
French (Professional)  
Spanish (Professional)

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

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# ROBERT SMITH

Life Skills Trainer/Instructor

[info@qwikresume.com](mailto:info@qwikresume.com) | [LinkedIn Profile](#) | [Qwikresume.com](#)

Looking for a position as an Administrative Assistant utilizing exceptional organizational and communication skills to make a positive contribution to the organization. Eager to contribute to mission of organization.

## EXPERIENCE

### Life Skills Trainer/Instructor

**ABC Corporation - DECEMBER 2006 - MAY 2009**

- Performed direct patient care aimed at increasing comfort, psycho, social and spiritual well-being by providing assistance with personal hygiene.
- Helped residents programming goals and increase their independence.
- Educated patients and families about infant care, preparation of healthy meals, independent living and adaptation to disability or illness.
- Reported any unusual circumstances in the patients condition or environment.
- Documents objective data and routine aspects of patient care.
- Followed safe lifting techniques and individual resident lifting instructions.
- Scheduled and accompanied clients to medical appointments.

### Life Skills Trainer

**Learning Services Inc. - 2004 - 2006**

- I work with brain and spinal cord injuries.
- Help clients with everyday life activities.
- We go on outings and we help rehabilitate them.
- Care for them and I also prepare meals for them.
- Assist with bathing and clothing clients.
- I have learned that you should appreciate life because you dont know what can happen Skills Used I used argo lifts and hoier lifts to transfer patients.
- We also use standing frames to help with their standing..

## EDUCATION

- Medical Assistant - (Heritage College - Little Rock, AR)

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Read on to learn about the different reasons why a hysterectomy may be recommended, along with what this procedure may involve.There are numerous reasons why a person might have a hysterectomy. Most of the time this procedure is done to treat or prevent certain diseases and medical conditions. After performing a hysterectomy, the person will no longer be able to get pregnant or have menstrual periods.In the United States, hysterectomies are the second most common reproductive surgical procedure, after Caesarean sections. Your doctor may prescribe analgesics to relieve any discomfort, and will encourage you to start making gentle movements to support your healing.Resource Links: //medlineplus.gov/hysterectomy.html //www.nhs.uk/conditions/hysterectomy/ //www.hopkinsmedicine.org/health/treatment-tests-and-therapies/hysterectomy MORE ABOUT SYMPTOMFIND.COM The surgeon removes the uterus through an incision made inside the vagina, using a laparoscope as a guide. Paroscopic hysterectomy: Similar to a laparoscopic hysterectomy, this procedure uses a special machine, or robot, along with a laparoscope, to access the uterus.Abdominal hysterectomy: For this procedure, the surgeon makes a 6 to 8-inch incision in the abdomen, either vertically or horizontally, to access the abdomen, uterus and/or surrounding tissue structures.Potential Risks of a HysterectomyHysterectomy is otsE otsE .ogseir ojab ed ocigr\*Àriuq otneimidecorp nu etnemlareneg HysterectomÀa is commonly associated with the treatment and preventionÀ ³ n of cancer.For each type of hysterectomÀa, it is optional to include an oophorectomÀa, which consists in the removal ³ the ovaries. Preview Reviewed moreMadeline Hubbard, RN, BSN Photo CourtsÀa: laflor/E+/Getty Images A hysterectomÀa is a surgical procedure that involves the total or partial removal ³ the uterus. This hysterectomÀa procedure is used when a person's uterus is not too large or their vaginal canal is large enough for the procedure, usually due to a previous birth.HisterectomÀa laparoscÀ ³ pica: A laparosc hysterectomÀ ³ pica uses a thin tube with a chamber at one end called a laparoscope. laparoscope.

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