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Summary: I am extremely diligent; I ensure the customers will be content with the service they receive by me. By being an approachable person, I am more than pleased to help others. I am creative and enthusiastic in many aspects. Teamwork is not a problem for me; I enjoy working with a diverse group of people.

Education: Southern High School Diploma (expected June, 2022)
Saint Paul Christian School (2018)

Work Experience:

School Activities: President, Class of 2022 Council, SY 19-20
Vice President, HosTS Club, SY 19-20
Southern High School Japanese Cultural Exchange, 2019
• Koryo High School
Oceanview Middle School Japanese Cultural Exchange, 2018
Visit to:
• Teikyo University
• Ogimachisogo High School

Community Service: Campus Clean Up (Nov 2019)

Skills: Microsoft Word, PowerPoint, telephone

Training: DPHSS health certificate (expires Nov 2020)

Hobbies/Interests: Volleyball, Playing the ukelele, Singing, Arts and Crafts

Awards: "A" Honor Roll (SY 19-20)

References:	Mrs. Denise SN Richards Teacher GDOE Southern High School 488-8801	Mr. David Dingcong Instructor Guam Community College 687-5611
	Mrs. Jazel Gaza Health Teacher GDOE Southern High School 300-5245	

Interview Quiz

Please answer the following questions.

Each question is worth 10pts.

* Required

1. Which of the following is an important document submitted to Human Resources prior to going through the interview process? *

10 points

Mark only one oval.

- ☐ Written Report
- ☒ Resume
- ☐ Transcript
- ☐ Report Card

2. During the interview process, which of the following criteria is considered unprofessional and inappropriate? *

10 points

Mark only one oval.

- ☐ Hair should be nice and neat
- ☐ Maintain a professional appearance and posture
- ☐ Smiling and looking positive
- ☒ Reviewing interview questions and answers on cellphone

3. When the interviewer asks, "Why are you the perfect candidate for this position?" What is the appropriate way the interviewee should reply? *

10 points

Mark only one oval.

- ☐ By telling the employer you are willing to do anything
- ☐ By flattering the employer with compliments of the company
- ☒ By speaking about a skill which ties back to the job position requirements
- ☐ By asking the employer, "Why not me?"

4. Which of the following would you consider least important when getting ready for the interview? *

10 points

Mark only one oval.

- ☐ Have a professional attire ready
- ☒ Get your nails done at an expensive salon
- ☐ Practice answering interview questions in front of a mirror
- ☐ Review your resume along with important skills and dates written on it

5. Which of the following professional behaviors would potential employers look for during the interview process? *

10 points

Mark only one oval.

- ☐ Acting too confident and being too self-assured without taking anyone else's thoughts into consideration
- ☐ Looking down when answering questions and having a slouchy posture
- ☐ Unwilling to give a detailed answer to the questions being asked
- ☒ Being knowledgeable, friendly, warm, welcoming, and engaging

6. What is the best way to answer an interview question that deals with problem solving questions? *

10 points

Mark only one oval.

- ☐ Be as general and vague as possible
- ☐ Inform the interviewer that you would bring the problem to management
- ☐ Inform the interviewer that you would look online for possible solutions
- ☒ Think about situations in your life that you have had to overcome in the past

7. When the interviewer asks the most commonly asked questions, "Tell me about yourself," which of the following should you do? *

10 points

Mark only one oval.

- ☐ Be as general and vague as possible
- ☐ Ask the interviewer what the question has to do with the job
- ☒ Summarize your interests, experiences, goals, characteristics, and accomplishments
- ☐ Provide information about your birthday, birthplace, and family history

8. If the interviewer asks about your strengths and weaknesses, what is the best way to respond? *

10 points

Mark only one oval.

- ☐ Emphasize your weakness to show that you are honest
- ☐ Talk about 10 strengths and 2 weaknesses
- ☒ Be honest, original, and provide examples
- ☐ Refuse to answer the question

9. Should your interview be at 3:00pm, which of the following time is considered "showing up on time" for the interview? *

10 points

Mark only one oval.

- ☐ 3:00pm
☐ 2:59pm
☐ 2:00pm
☒ 2:45pm

10. True or False. It is okay to say a small white lie during the interview process, as long as you say it with a positive attitude. *

10 points

Mark only one oval.

- ☐ True
☒ False

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