

# Elissa Maggi

**certified patient care technician, nursing assistant, surgical technician, and student nurse**

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732-500-1829

I am experienced in patient care, front desk and reception duties. I am also a nursing student who has just completed an Associate's degree in nursing. I have a vast array of healthcare certifications and work experience, as I am known to have multiple jobs at any given time.

I AM ACTIVELY AND URGENTLY LOOKING FOR WORK IN ANY FIELD. Please contact me with any questions.

Authorized to work in the US for any employer

## Work Experience

### **Server/Barback/Bartender**

CJ McLoone's

Shrewsbury, NJ

August 2018 to Present

### **Patient Care Technician (PCT)**

Shore Rehabilitation Institute

Township of Brick, NJ

August 2018 to Present

### **Certified Administrative and Clinical Medical Assistant/Receptionist/**

#### **Phlebotomist**

Jackson Family Practice

Freehold, NJ

September 2017 to Present

I am responsible for patient intake, scheduling appointments, specimen collection and performing lab tests, etc.

### **Certified Administrative Medical Assistant/Clinical Medical Assistant/Surgical Coordinator/Receptionist**

Change of Heart Cardiology

Sea Girt, NJ

March 2018 to August 2018

I am responsible for all things related to patient care and relations!

### **Server and Bartender**

Ruby Tuesday

Union, NJ

2014 to 2014

### **NJ CNA licensure in nursing**

LTC Training Center

Neptune City, NJ

2013 to 2014

### **NJ CHHA license in home health care**

E&S Academy

Elizabeth, NJ

2013 to 2013

## Skills

Pediatrics, CMA, Dermatology, Bilingual

## Certifications/Licenses

### **NJ CHHA license**

October 2013 to November 2017

### **NJ CNA license**

February 2014 to February 2018

### **NHA Certified Patient Care Technician**

January 2015 to January 2019

Servers Test

b  
b

Multiple Choice

1) Food is served on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

C X

2) Drinks are served on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

a X

3) Food and drinks are removed on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

a

4) What part of a glass should you handle at all times?

- a) The stem
- b) The widest part of the glass
- c) The top

d

5) When you are setting a dining room how should you set up your tablecloths?

- a) Neatly and evenly across the tables
- b) The creases should all be going in the same directions
- c) The chair should be centered and gently touching the table cloth
- d) All of the above

d

6) If you bring the wrong entrée to a guest what should you do?

- a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
- b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
- c) Try to convince the guests to eat what you brought them
- d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

Match the Correct Vocabulary

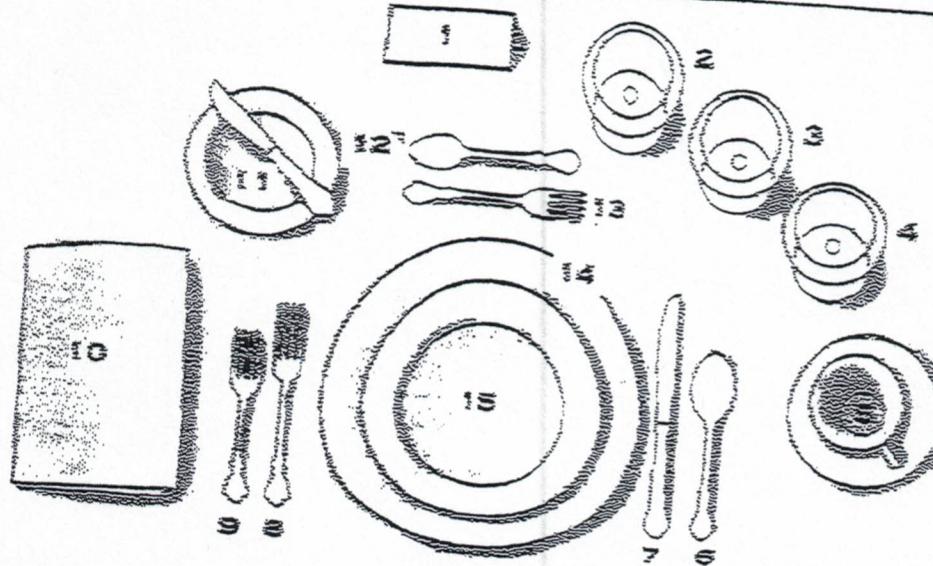
- D. Scullery
- E. Queen Mary
- A. Chaffing Dish
- B. French Peasant
- C. Russian Service
- F. Corkscrew
- G. Tray Jack

- A. Metal buffet device used to keep food warm by heating it over warmed water
- B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)
- C. Used to hold a large tray on the dining floor
- D. Area for dirty dishware and glasses
- E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored
- F. Used to open bottles of wine
- G. Style of dining in which the courses come out one at a time

Name

Elissa Maggi  
Score 35

**Servers Test**



**Match the Number to the Correct Vocabulary**

10 Napkin  
 11 Bread Plate and Knife  
 12 Name Place Card  
 13 Teaspoon  
 14 Dessert Fork  
 15 Soup Spoon  
 16 Salad Plate  
 17 Water Glass

8 Dinner Fork  
 9 Tea or Coffee Cup and Saucer  
 10 Dinner Knife  
 11 Wine Glass (Red)  
 12 Salad Fork  
 13 Service Plate  
 14 Wine Glass (White)

**Fill in the Blank**

1. The utensils are placed 2 (two) inch(es) from the edge of the table.  
 2. Coffee and Tea service should be accompanied by what extras? sugar caddy, milk or cream, pitcher and  
 3. Synchronized service is when: all courses are presented and cleared simultaneously  
 4. What is generally indicated on the name placard other than the name? table and seat #  
 5. The Protein on a plate is typically served at what hour on the clock? 6:00  
 6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? ask about allergies and inform the chef