

SARAH H. JACOBS

612.618.2615 • Jacobs.sarah.hope@gmail.com
361 S. Detroit St. #403 • Los Angeles, CA 90036

RETAIL & HOSPITALITY

Lead Hostess & Food Runner , <i>L'Etoile Restaurant</i> , Madison, WI	2014-2015
L'Etoile is a fine dining restaurant serving French-inspired New-American cuisine. Seven Course Tasting Menu & A la carte menu, change daily. Farm-to-Table since 1976. <i>Tory Miller</i> , Executive Chef, James Beard Award winner <i>Itaru Nagano</i> , Chef de Cuisine; <i>Melinda Dorn</i> , Pastry Chef	
Event Server & Pour Service , <i>Catered Cocktails</i> , Madison, WI	2014
Banquet Server & Hostess , <i>Star One Staffing</i> , Madison, WI	2014
Banquet Server , <i>John Q. Hammons Marriott Conference Center</i> , Madison, WI	2014
Grocery Department , <i>Seward Community Co-op</i> , Minneapolis, MN	2004-2005
Caterer , <i>Sodexo-Marriot Dining Services</i> , Carleton College, Northfield, MN	2002-2004
Student Manager , <i>Sodexo-Marriot Dining Hall</i> , Carleton College, Northfield, MN	2000-2003
Waitress , <i>Madison Masala restaurant</i> , Madison, WI	2001-2002
Front counter , <i>Breadsmith Bakery</i> , Madison, WI	1997-1999

ADMINISTRATION & PROJECT ASSISTANCE

Administrative Assistant , <i>Kinesthetic Learning Center</i> , Durham, NC	2014
Special Projects Consultant , <i>University of Wisconsin-Madison Dance Department</i>	2014
Program Consultant , <i>Cowles Center for Music and Dance Education</i> , Minneapolis, MN	2014
Co-chair , <i>St. Paul Conservatory for Performing Artists Dance Department</i> , MN	2009-2010
Program Design Consultant , <i>Perpich Center Arts Courses for Educators (ACE)</i> , MN	2009-2010
Director of Summer Dance , <i>Shattuck-St. Mary's School</i> , Faribault, MN	2006

TEACHING

Teaching Assistant , <i>UCLA Visual and Performing Arts Education Minor</i>	2015-2016, 2012-2013
Instructor , <i>UCLA Department of World Arts and Cultures/Dance Department</i>	2012-2013
Arts Courses for Educators Instructor , <i>Perpich Center for Arts Education</i> , MN	2007- 2013
Faculty , <i>St. Paul Conservatory for Performing Artists High School</i> , St. Paul, MN	2008 - 2011
Faculty , <i>Shattuck-St. Mary's High School</i> , Faribault, MN	2005-2006
Dance Instructor , community dance, gymnastics, figure skating programs, MN	2006-2010

EDUCATION

M.F.A in World Arts and Cultures/Dance , <i>UCLA</i> , Los Angeles, CA	anticipated Dec. 2016
Somatic Movement Educator , <i>School for Body Mind Centering®</i> , Durham, NC	June 2014
B.A. in Dance , <i>Carleton College</i> , Northfield, MN	June 2004

SKILLS

- Spanish (basic)
- Performance/Event Production
- Facilitation of group dialogue & feedback protocols
- Microsoft Suite & Adobe Software
- Editing, Formatting, Writing copy
- Professional Dancer & Choreographer

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- Performance/Event Production
- Spanish (basic)
- Microsoft Suite & Adobe Software
- Editing/Formating Writing copy
- Professional Dancer & Choreographer

SKILLS

EDUCATION

B.A. in Dance, Carleton College, Northfield, MN
 June 2004
 Romantic Movement Educator, School for Body/Mind Centering, Durham, NC
 June 2014
 M.F.A. in World Arts and Cultures/Dance, UCLA, Los Angeles, CA
 anticipated Dec 2016

TEACHING

Dance Instructor, community dance, gymnastics, figure skating programs, MN
 2006-2010
 Faculty, Shattuck-St. Mary's High School, Fairbault, MN
 2005-2006
 Faculty, St. Paul Conservatory for Performing Artists High School, St. Paul, MN
 2008 - 2011
 Arts Courses for Educators Instructor, Perich Center for Arts Education, MN
 2007-2013
 Instructor, UCLA Department of World Arts and Cultures/Dance Department
 2012-2013
 Teaching Assistant, UCLA Visual and Performing Arts Education Minor
 2012-2016, 2013-2013

ADMINISTRATION & PROJECT ASSISTANCE

Director of Summer Dance, Shattuck-St. Mary's School, Fairbault, MN
 2006
 Program Design Consultant, Perich Center Arts Courses for Educators (ACE), MN
 2009-2010
 Co-chair, St. Paul Conservatory for Performing Artists Dance Department, MN
 2009-2010
 Program Consultant, Cowles Center for Music and Dance Education, Minneapolis, MN
 2014
 Special Projects Consultant, University of Wisconsin-Madison Dance Department
 2014
 Administrative Assistant, Kinesthetic Learning Center, Durham, NC
 2014

RETAIL & HOSPITALITY

Front counter, Breadsmith Bakery, Madison, WI
 Waitress, Madras restaurant, Madison, WI
 Student Manager, Soderho-Morris Dining Hall, Carleton College, Northfield, MN
 2001-2002
 Caterer, Soderho-Morris Dining Services, Carleton College, Northfield, MN
 2000-2003
 Grocery Department, Newd Community Co-op, Minneapolis, MN
 2004-2005
 Bandquet Server, John Q. Hammond Marriott Conference Center, Madison, WI
 2014
 Bandquet Server & Hostess, Star One Staffing, Madison, WI
 2014
 Event Server & Point Service, Catered Cocktails, Madison, WI
 2014
 Brian Nguyen, Chef de Cuisine, Melinde Dora, Party Chef
 Lucy Miller, Executive Chef, James Beard Award winner
 Seven Course Tasting Menu & A la carte menu, change daily. Farm-to-Table since 1976.
 L'Étoile is a fine dining restaurant serving French-inspired New-American cuisine.
 Lead Hostess & Food Runner, L'Étoile Restaurant, Madison, WI
 2014-2015

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REFERENCES

- Stephen McGinnis** *Maître d', L'Etoile Restaurant (WI)*
Wine Director, Estrellón Restaurant (WI)
(608) 251-0500
stephen@estrellonrestaurant.com
- Krys Wachowiak** *Co-Proprietor & Director of Operations, L'Etoile Restaurant (WI)*
(608) 251-0500
krys@letoile-restaurant.com
- Tanya Fabre** *Hospitality Manager, Star One Staffing (WI)*
(608) 831-8289
tanya@star-1.com

Name SARAH JACOBS

Servers Test

Score / 35

Multiple Choice

- A 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
- D 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
- D 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 chairs 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 Passing

G Russian Service

F Corkscrew

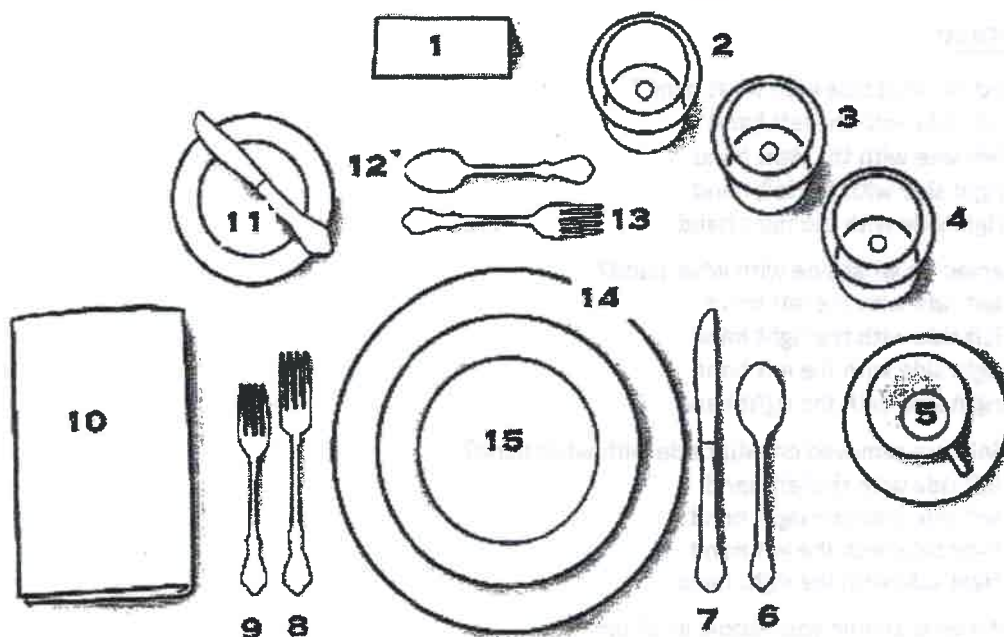
C Tray Jack

- 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 SARAH JACOBS

Servers Test

Score / 35



Match the Number to the Correct Vocabulary

- | | | | |
|-----------|-----------------------|-----------|------------------------------|
| <u>10</u> | Napkin | <u>8</u> | Dinner Fork |
| <u>11</u> | Bread Plate and Knife | <u>5</u> | Tea or Coffee Cup and Saucer |
| <u>1</u> | Name Place Card | <u>7</u> | Dinner Knife |
| <u>12</u> | Teaspoon | <u>3</u> | Wine Glass (Red) |
| <u>13</u> | Dessert Fork | <u>9</u> | Salad Fork |
| <u>6</u> | Soup Spoon | <u>14</u> | Service Plate |
| <u>15</u> | Salad Plate | <u>4</u> | Wine Glass (White) |
| <u>2</u> | Water Glass | | |

Fill in the Blank

- The utensils are placed 1-1.5 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? cream + sugar (or sugar substitutes)
- Synchronized service is when: all servers put down plates at the same time
- What is generally indicated on the name placard other than the name? the entrée ordered
- The Protein on a plate is typically served at what hour on the clock? 6:00
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
go to the kitchen + immediately request a specialty dish from expedite (if pre-prepared) or check with the expedite/chef if needs to be prepared.