

**Andrew K. Lee**  
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**PROFESSIONAL EXPERIENCE**

**10/15-Current Consultant-Self Employed**

- Set up Mission and Objective Statement for Corporation
- Create Company Organization Chart
- Set-up and conduct weekly meeting for executive team
- Private coaching to executive team
- Brain storm with creative ideas for clients day to day operation

**8/09-10/15 Broker/Owner**

- Sold and closed over 1200 properties within past 8 years
- Partnership purchased and sold over 35 properties within 3 years
- Hire and recruit key personnel and agents
- Supervise and train agents and staff into handling clientele transactions
- Establish key relationships with Bank and Asset Management Executives
- Utilize technology and mail campaign to market and sell properties
- Conduct monthly staff and sales meeting

**3/09-7/15 Asian Real Estate Association of America**-Founding President of Greater Sacramento and National Board of Director (Non-Profit Organization with 35 Chapters and 15,000 members worldwide)

- Recruited key members to serve on Board of Directors for Greater Sacramento Chapter
- Recruited 250 members to Greater Sacramento Chapter within the first year and a half
- Conducted monthly board meetings and educational events
- Chaired Fundraising Committee for Greater Sacramento in 2011
- Chaired National Chapter Development Committee in 2011
- Chaired National Default Servicing Committee in 2012
- Served as National Secretary and Treasurer in 2013 and 2014

**7/04-8/09 RE/MAX Gold Real Estate**-Top Sales Associate

- Hall of Fame and Diamond Member for RE/MAX International
- Ranked number 19 worldwide for RE/MAX International in 2008
- Number 1 agent for RE/MAX Gold in 2008 with 325 sold transactions
- Network with strategic corporate clientele
- Hire and recruit key personnel and agents



**6/02-7/04      *Hancock Investment Real Estate*-Sales Associate**

- Sold and Closed Commercial and Residential Real Estate
- Analyze Return on Investment on specific project
- Focused on client investment objectives
- Managed the escrow and transaction process on each transaction

**4/91-6/02      *Fidelity National Financial*-Assistant Vice President/Branch Manager/Corporate Trainer**

- Recruited and Hired key employees to grow the branch
- Managed day to day branch operations
- Maintained and exceeded volume of profitability for branch
- Develop new techniques and strategies to train future employees
- Capture and secure sales with key clientele

**EDUCATION, LICENSES, CERTIFICATIONS and MEMBERSHIPS**

- San Francisco State University 1989-B.S. in Business Marketing
- City College of San Francisco-1986 Associate of Art
- California Real Estate Broker License since 2009
- California Real Estate Salesperson License since 1990
- Life Members-Masters Club in Sacramento Association of Realtors
- Northern California Minority Supplier Development Council Certified
- Certified HAFA Specialist
- Certified National Valuation Standards Institute
- Accredited REO Certified
- Certified Distressed Property Expert
- Short Sales and Foreclosure Resource Certification
- VRM University-REO Certified
- Top Producer for LRES in 2014
- Efoodhandlers Certification 2016

Languages:      Fluent in English and Cantonese

References:      Given upon request



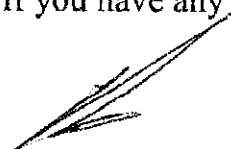
March 17<sup>th</sup> 2016



To whom it may concern,

This letter is to confirm that Andrew Lee volunteers in the Daily Free Meals Program at Glide Memorial Church. Glide serves three hot meals a day, 364 days a year to the Tenderloin's low income and homeless population. Andrew assists the kitchen staff to cook, prepare and serve in our busy dining rooms, which serve an average of 2,800 free meals each day. If it wasn't for kind and giving people like Mr. Lee, Glide would not exist. Andrew has been volunteering with us weekly since January 2016.

If you have any questions, please feel free to contact me.

  
Sincerely,  
Ryan Shipley  
Volunteer Coordinator

**glidefoundation**

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eFoodHandlers

# Certificate of Completion

is Awarded to

**ANDREW LEE**

In recognition for completing  
eFoodhandlers Basic Food Safety Course  
CALIFORNIA Version



Certificate ID: 2016-1867325

Issued: 03/16/2016

Expires: 3/16/2017

Official Issuer:

*[Signature]* — —





Name Andrew Lee

**Servers Test**

Score **25/35**

**70%**

**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**

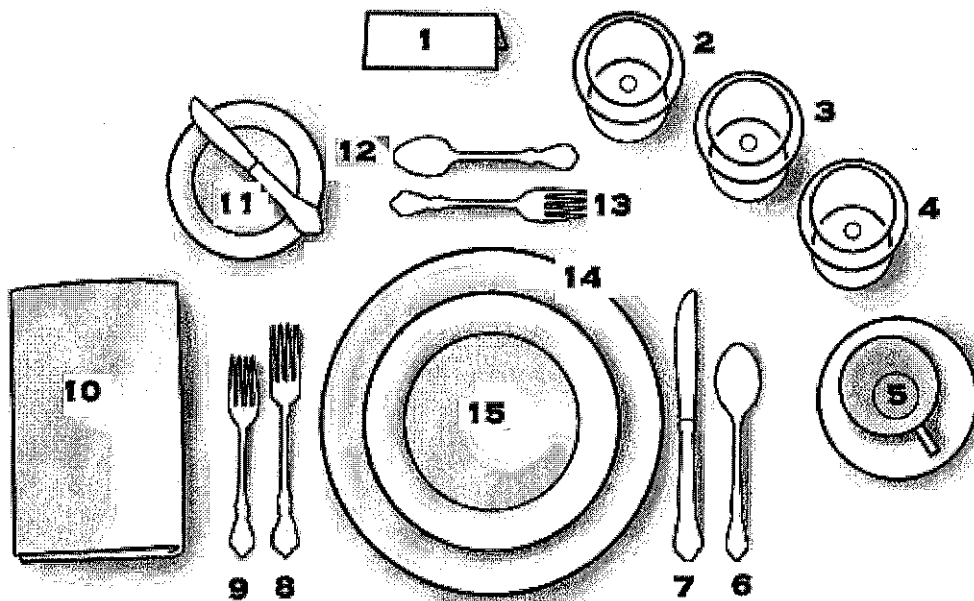
Tray Jack

- 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 Andrew Lee

**Servers Test**

Score 4 / 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>2</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>3</u> Wine Glass (White)           |
| <u>4</u> Water Glass            |                                       |

**Fill in the Blank**

- The utensils are placed 6 2 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Cream & Sugar
- Synchronized service is when: Appetizer, salad & All entree comes to the table at the same time.
- What is generally indicated on the name placard other than the name? Mr. or Mrs. or Miss
- The Protein on a plate is typically served at what hour on the clock? Anytime
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Alert the chef.

## Cashier Test

Score 13/15

**86%**

1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- d) \$2.00

4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

6) What is the current sales tax rate in your city 9.5 %?

7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?

- a) \$4.06
- b) \$2.06
- c) \$7.06
- d) \$5.06

$$\begin{array}{r} 1.25 \\ .90 \\ .79 \\ \hline 2.94 \end{array} \quad \begin{array}{r} 10.00 \\ - 2.94 \\ \hline 7.06 \end{array}$$

8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

- a) \$19.50
- b) \$14.50
- c) \$9.50
- d) \$4.50

$$\begin{array}{r} 10.50 \\ 10.50 \\ 7.25 \\ 7.25 \\ \hline 35.50 \end{array} \quad \begin{array}{r} 50.00 \\ - 35.50 \\ \hline 14.50 \end{array}$$

9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- a) \$6.00
- b) \$8.00
- c) \$10.00
- d) \$12.00

$$\begin{array}{r} 3.75 \\ 4.25 \\ \hline 8.00 \end{array}$$

10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?

- a) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50

$$\begin{array}{r} 3.75 \\ 3.75 \\ 1.25 \\ 1.25 \\ 2.50 \\ 2.50 \\ 3.25 \\ 3.25 \\ \hline 28.50 \end{array} \quad \begin{array}{r} 100.00 \\ - 28.50 \\ \hline 71.50 \end{array}$$

11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

**Question & Answer:**

13) What is the minimum age for legal alcohol purchases? 21

14) What are the acceptable forms of ID for alcohol purchases? California Driver's License

15) How many \$20 bills are in a bank band? \$500