

Jennifer E. Zolinas

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Objective

To obtain employment in an impending field that enhances and expands my current skillset.

Experience

Accounts Payable

Sandbox Studio, San Francisco, CA 7/13-Present
Sole AP person for a 100 million dollar company * Process 250+ invoices weekly for 9 businesses * report payables on a weekly basis to individual business directors * national project manager and trainer of OCR invoice system rollout * create weekly check batches up to \$900k * perform daily international bank transactions * daily interaction with IT & 3rd party consultants to sync OCR processes with ERP * Provide technical and admin support where needed * field daily vendor inquiries * daily interaction with producers to issue production advances.

Market Research Host

3/12-7/13

watchLAB Studios, San Francisco, CA
Provide exceptional customer service during client/respondent interaction * Meet daily recruiting goals * Maintain and update database * Facilitate multiple focus groups daily * Aid moderator by anticipating group/client needs * Manage on-site set-up needs * Set up AV/translation equipment * Room Configuration * Create project folders * Maintain daily financial logs * Deposits * Accounts Payable * Monitor facility inventory * Distribution of research stimuli * Client/moderator follow-up * Assist facility manager with various administrative/miscellaneous projects

Accounting Assistant

10/07-6/09

International Art Properties, San Francisco, CA
Weekly Receivables up to \$200,000* 15 or more client estimates daily* 5-10 Purchase Orders processed daily* Enter/Pay bills* Journal Entries* Account Reconciliations* Assist Principal, CPA, and office manager on needed projects* Review legal contracts* Monitor and update inventory hourly* Generate shipping estimates* Create packing slips* Tend to minor technical problems* Correspond with sales reps* Maintain inventory/shipping logs* Update daily Salesforce.com workflow *Various administrative duties* Excellent customer service with telephone and walk-in clientele* Assist in sales

Deli/Cheese Specialist

2/07-9/07

Bi-rite Market, San Francisco, CA
Daily education of sustainable, organic store products* Educated and outstanding customer service* Set up, maintain, and breakdown 20-30 item deli case* Light butchery* Weekly wine tasting* Excel in high energy, team environment.

Assistant Bar Manager /Bartender/Server

5/02-2/07

Buca di Beppo, Philadelphia, PA & San Francisco, CA
Daily, genuine customer service* Cash handling up to \$3,000 per shift* Self managed designated area* Excellent knowledge of all products* Weekly 1000 item inventory* Weekly liquor/beer/supply orders* Maintained, trained, and scheduled a staff up to 20

Education

San Francisco State University

BS-Statistics major / Holistic Health minor 2010 – 2013; 3.0/4.0

City College of San Francisco, CA

Sound Recording, Design, & Digital Sound Certified 5/2010
A.A.- 5/2009; 3.4/4.0

REFERENCES AVAILABLE UPON REQUEST

Servers Test

Multiple Choice

77%

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 dinning 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



Scullery



Queen Mary



Chaffing Dish



French Passing



Russian Service



Corkscrew



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

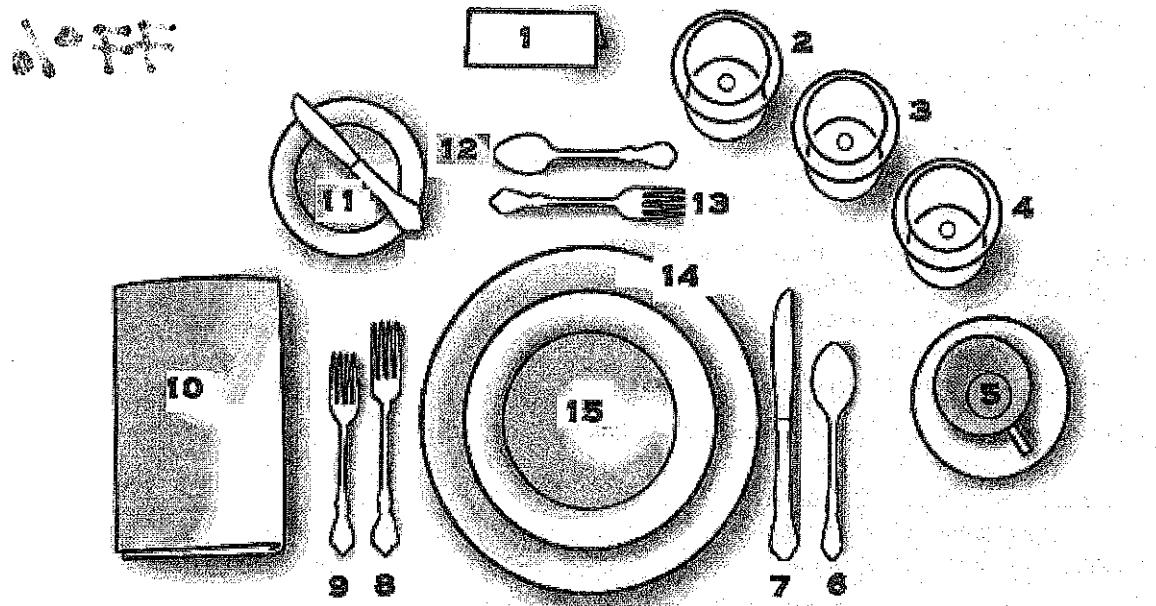
F. Used to open bottles of wine

G. Style of dining in which the courses come out one at a time

Name Jennifer Zolinas

Score / 35

Servers Test



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

Fill in the Blank

1. The utensils are placed 2 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? cream, sugar
3. Synchronized service is when: all guests served simultaneously
4. What is generally indicated on the name placard other than the name? meal choice
5. The Protein on a plate is typically served at what hour on the clock? 12
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Alert the kitchen

Bartenders Test

Score / 35

Multiple Choice (6 points)

b 1) Carbonation _____ the rate of intoxication.
 a) Slows down
 b) Speeds up
 c) Does nothing to

b 2) What are the six most commonly used spirits?
 a) Sweet and Sour, Triple Sec, Grenadine, Midori, Lime Juice and Cranberry Juice
 b) Vodka, Whiskey, Gin, Bourbon, Rum and Tequila
 c) Chardonnay, Cabernet Sauvignon, Champagne, Merlot, Sauvignon Blanc, Zinfandel
 d) Kahlua, Vodka, Frangelico, Gin, Tequila, Spiced Rum

b 3) You can accept an expired ID as long as all other information is correct.
 a) True
 b) False

b 4) If someone has had too much to drink, serving them coffee will help sober them up.
 a) True
 b) False

d 5) What are the acceptable forms of ID for Alcohol Consumption?
 a) State or Government Issued ID Card or Drivers License
 b) Passport or Passport ID Card (as long as it lists the person's date of birth)
 c) School ID or Birth Certificate
 d) A & B
 e) A, B & C

b 6) If there is no shaker tin available to scoop ice for a drink, it is okay to use a glass.
 a) True
 b) False

88%

Vocabulary (9 points)

Match the word to its definition

c "Straight Up"

a.) Used to crush fruits and herbs for craft cocktail making

f Shaker Tin

b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured

i "Neat"

c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice

a Muddler

d.) To pour $\frac{1}{2}$ oz of a liquor on top

b Strainer

e.) Used to measure the alcohol and mixer for a drink

e Jigger

f.) Used to mix cocktails along with a pint glass and ice

g Bar Mat

g.) Used on the bar top to gather spills

d "Float"

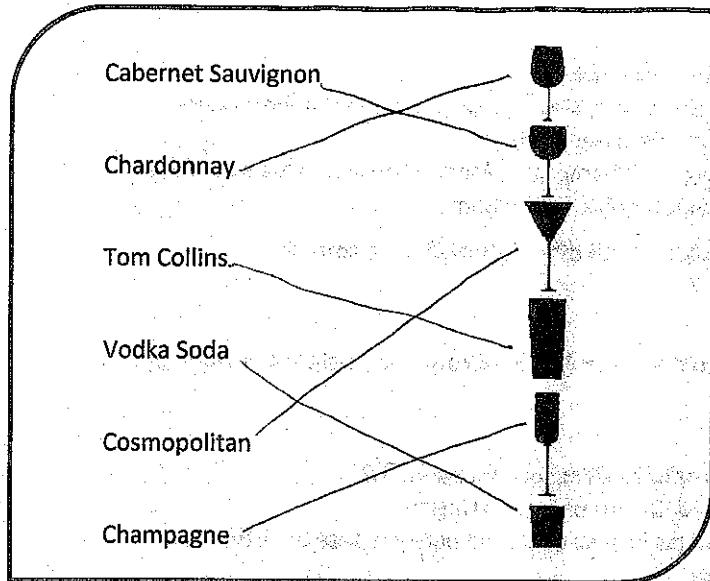
h.) Requesting a separate glass of another drink

h "Back"

i.) Means to serve spirit room temperature in a rocks glass with no ice

 **Glassware** (6 points)

Match the correct glass to the drink



Answer and Question (14 points)

Provide examples of 3 brand name "top shelf" spirits (3 points): Jose Cuervo, Bombay, Johnny Walker Blue

What are the ingredients in a Manhattan? sweet vermouth, bourbon/whiskey

What are the ingredients in a Cosmopolitan? vodka, cranberry, lime juice, triple sec

What are the ingredients in a Long Island Iced Tea? vodka, gin, rum, tequila, triple sec, sour, cola

What makes a margarita a "Cadillac"? cointreau, triple sec, lime juice, salt, tequila

What is simple syrup? equal parts sugar/water

Is it legal to pour liquor from one bottle into another? What is this called? (2 points)

yes, ? Mixing

What should you do if you break a glass in the ice? pour grenadine so no one uses it / clean entire bin

When is it OK to have an alcoholic beverage while working? never

What does it mean when a customer orders their cocktail "dirty"? w/ olive juice

What are the ingredients in a Margarita? tequila, lime juice, sour mix, salt or not

Prep Cooks Test

Score / 20

Multiple Choice (1 point each)

D X

1) A gallon is equal to ____ ounces

- a. 56
- b. 145
- c. 32
- d. 128

75%

S

2) Mesclun are what type of vegetable?

- a. Roots
- b. Beans
- c. Salad Greens
- d. Spices

X

1

b

3) What does the term braise mean?

- a. Sear quickly on both sides
- b. Slowly cook in covered pan with little liquid
- c. Cook on high heat and quickly
- d. Slowly cook in simmering water

b

4) At what internal temperature must chicken be cooked so that it is safe to eat?

- a. 155 degrees F
- b. 165 degrees F
- c. 175 degrees F
- d. 185 degrees F

a

5) How do you blanche vegetables?

- a. Immerse for a short time in boiling water
- b. Cook lightly in butter over med heat
- c. Soak in cold water overnight
- d. Rub with salt before cooking

C

6) Which of the following ingredients would you pack before measuring?

- a. Olive Oil
- b. Salt
- c. Brown Sugar
- d. White Sugar

2

X

a

7) What is Al Dente?

- a. Firm but not hard
- b. Soft to the touch
- c. Very hard
- d. Very soft

3

X

C

8) Food should be left out no more than

- a. 2 hours
- b. 3 hours
- c. 4 hours
- d. 5 hours

c ~~9~~ Which is the improper way to thaw frozen food?

- a. In the fridge
- b. In a sink with cold water
- c. On the counter
- d. In the microwave

2 ~~10~~ Which of the following can you use to put out a grease fire?

- a. Baking Soda
- b. Baking Powder
- c. Flour
- d. Water

b ~~11~~ What is the temperature range of the danger zone?

- a. 25-135
- b. 40-140
- c. 50-160
- d. 30-130

d ~~12~~ Which of the following is listed from smallest to largest?

- a. Dice, chop, mince
- b. Mince, chop, dice
- c. Chop, dice, Mince
- d. Mince, dice, chop

c ~~13~~ Which direction should pan handles be turned while cooking on the stove?

- a. Over the fire at all times
- ~~b~~ Turned towards you for better control
- c. Turned towards the right or left at all times
- d. Over the countertop at all times

c ~~14~~ When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- c. Liquid
- d. Oil

b ~~15~~ Which spoon is used to remove fat from soups and stews

- a. Basting Spoon
- b. Ladle**
- c. Slotted Spoon
- d. Portion Spoon

b ~~16~~ Which of the following means to cook in a small amount of fat?

- a. Season
- b. Sauté
- c. Broil
- d. Boil
- e. Fry

Prep Cooks Test

a 17) What is a Julien cut?

- a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8" dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

b 18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill

Fill-in the Blank (1 point each)

19) Salt & pepper are the basic seasoning ingredients for all savory recipes.

20) MINCE : to cut into very small pieces when uniformity of size and shape is not important.

