

# Luis F. Montellano

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Altadena CA 91001

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**Objective:** To acquire a server position in the food and beverage industry where I can apply my expertise.

## Qualifications

- Capable to operate Micros and Aloha software
- Keeping bar inventory afloat and cost effective
- Knowledge of Alcohol and Wine service
- Oversee restaurant safety procedures
- Trained new members company procedures and guidelines
- Room service experience.
- Maintained a clean work environment and organized
- Deliver the highest quality of customer service
- Experience in fine dining hospitality

## Professional HISTORY (From 2000 to 2013)

- **Server/Bartender/Room Service**, Hilton Hotel, Pasadena CA 2012-2013
- **Server**, Caltech Athenaeum Country Club, Pasadena CA 2011-2012
- **Server**, Altadena Country Club, Altadena CA 2010-2011
- **Server**, Levy Restaurants, Dodger Stadium, Los Angeles CA 2001-Present
- **Lead Expeditor**, Levy Restaurants, Staples Center, Los Angeles CA 2000-Present

## ADDITIONAL SKILLS

Catering experience  
Bilingual (English & Spanish)  
Ability to learn any software  
Team Player

Fast learner  
Common sense  
Leadership  
Problem solver

## EDUCATION

- Blair High School, Pasadena, ca (Travel & Tourism Academy)-2000.
- The Travel & Tourism Academy provided me with the knowledge that is needed to pursue and develop a career in the hospitality industry. The T&T Academy not only emphasized on the duties of hotel and restaurant management but also on the important roles of front and back of the house positions as well. (1997-2000).

# Luis F. Montalvo

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Objective: To acquire a senior position in the field and eventually

move into management.

## Qualifications

• Experience in developing Windows and Apple software

• Knowledge of programming languages and software

• Knowledge of Apple Mac OS X and Windows

• Excellent presentation skills in English

• Excellent communication and presentation skills

• Excellent team player with good communication and organization

• Good problem solving skills and ability to learn quickly

• Ability to work effectively both individually and as part of a team

• Excellent communication and presentation skills

• Excellent problem solving skills and ability to learn quickly

## Professional HISTORY (From 2000 to 2013)

Software Developer	2000-2001	Software Development Group, Inc., Sunnyvale, CA 94089
Software Developer	2001-2002	Software Development Group, Inc., Sunnyvale, CA 94089
Software Developer	2002-2003	Software Development Group, Inc., Sunnyvale, CA 94089
Software Developer	2003-2004	Software Development Group, Inc., Sunnyvale, CA 94089
Software Developer	2004-2005	Software Development Group, Inc., Sunnyvale, CA 94089

## EDUCATION

University of California, Berkeley	1998-2000	Computer Science
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## EDUCATION

• B.S. in Computer Science, University of California, Berkeley, CA 94720, USA (2000)

• Major in Computer Science, University of California, Berkeley, CA 94720, USA (2000)

## Servers Test

### 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 (3)

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

u 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

AB 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

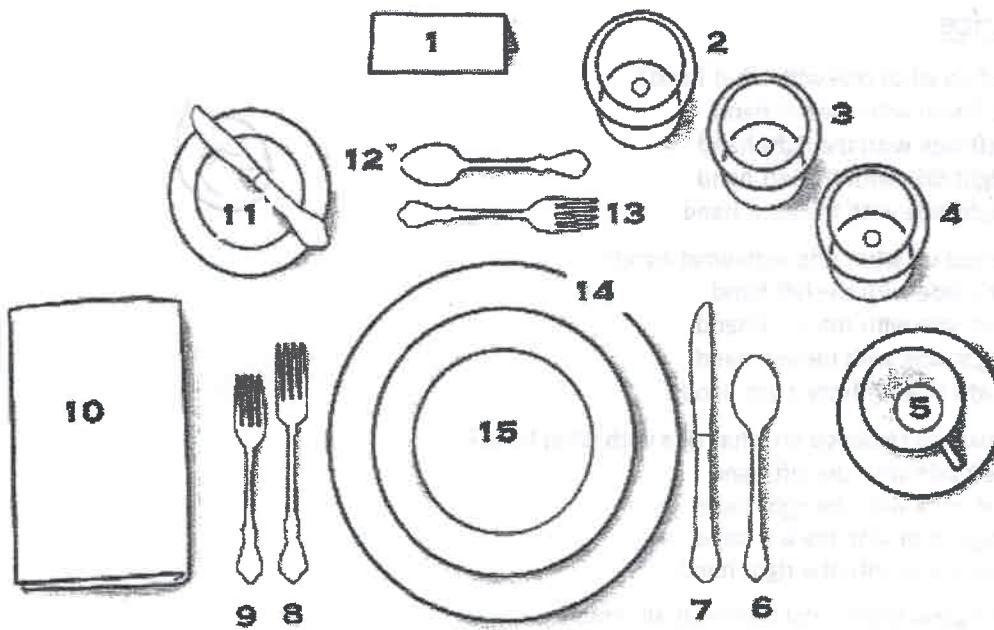
### Match the Correct Vocabulary

D Scullery  
E Queen Mary  
A Chaffing Dish  
B French Passing  
B 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

**Servers Test**

Score / 35



**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

5 Tea or Coffee Cup and Saucer

7 Dinner Knife

7 Wine Glass (Red)

9 Salad Fork

14 Service Plate

4 Wine Glass (White)

**Fill in the Blank**

1. The utensils are placed 3-4 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Sugars, tea spoon
3. Synchronized service is when: operate at same time, everything the same
4. What is generally indicated on the name placard other than the name? Number or last name, company
5. The Protein on a plate is typically served at what hour on the clock? 6 o'clock
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Get the Captain or manager to arrange that.