

ALINA TARUN
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PROFFESIONAL HIGHLIGHTS

- Motivated fast learner with a responsible and hardworking personality.
- Dedicated and meticulous with a high level of accurateness and attention to details.
- Team worker who is able to adapt in highly dynamic and changing situations.
- Excellent problem solving and communication skills, with a focus on customer service.

EXPERIENCE

Aroma Bar and Grill/ Los Angeles, CA

Waitress, April 2013 – present

- Present menus and answer questions about menu items, making recommendations upon request. Wrote and memorize patron's orders.
- Operated POS terminals input customer orders, swipe credit cards, and enter cash amounts received.
- Deliver drinks and food to the patron's, and always to make sure that guests are happy and satisfied with their orders.
- Clean all work areas, equipment, utensils, dishes, and silverware; reload stations for the next shift and ensure that items are stored appropriately.

Banquet Hall and Restaurant "Crystal"/ Los Angeles, CA

Food Server, November 2011 – March 2013

- Promptly served all food courses and alcoholic beverages to guests.
- Answer questions about food options and made recommendations when requested.
- Effectively communicated with kitchen staff regarding customer allergies dietary and other special requests.
- Regularly checked on guests to ensure satisfaction with each food course and beverages.
- Payment processing, respond appropriately to customer issues.

Winkler Pool Management Inc./ Hyattsville, MD

Present Lifeguard, Pool Operator/ May 2011 – October 2011

- Ensuring safe and healthy environment for the swimmers.
- Checking and maintaining specific chemical levels in the pool.
- Cleaning the pool and surrounding areas.
- Gate control at the facility.

EDUCATION

Los Angeles City College, Los Angeles, CA/ GPA 3.645

Undergraduate Degree in Accounting/ Associate Degree in Liberal Arts and Mathematics

Dean's List Spring 2014 – GPA 4.0

Dean's List Spring 2015 – GPA 3.6

National Agroecological University of Ukraine, Zhitomir, Ukraine/ GPA 3.8

Undergraduate Degree in Veterinarian Medicine

Servers Test

Multiple Choice

c 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

c 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

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Match the Correct Vocabulary

D Scullery

E Queen Mary

A Chaffing Dish

G 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

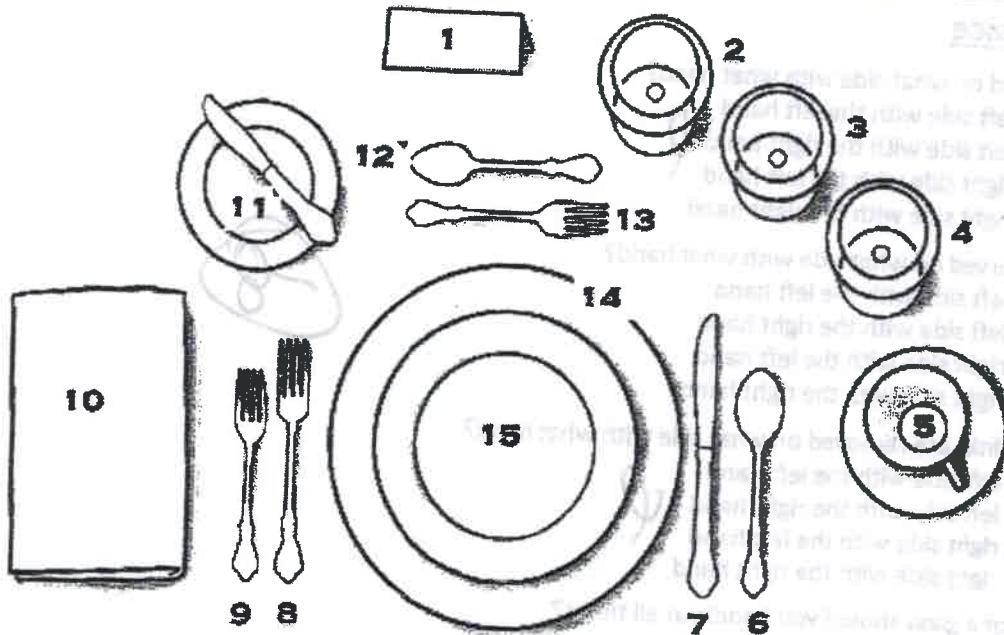
E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F. Used to open bottles of wine

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

Name Alma Tanea
Score / 35

Servers Test



Match the Number to the Correct Vocabulary

10 Napkin

11 Bread Plate and Knife

1 Name Place Card

12 Teaspoon

13 Dessert Fork

6 Soup Spoon

15 Salad Plate

24 Water Glass

8 Dinner Fork

5 Tea or Coffee Cup and Saucer

7 Dinner Knife

3 Wine Glass (Red)

9 Salad Fork

14 Service Plate

4 Wine Glass (White)

Fill in the Blank

1. The utensils are placed 2 inches 4 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? sugar and creamer
3. Synchronized service is when: working as a team
4. What is generally indicated on the name placard other than the name? seat #
5. The Protein on a plate is typically served at what hour on the clock? 12:00
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? tell my expeditor or supervisor about request