

JEREMIAH ROSS GALINDO

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Professional Summary

I am a focused individual who is successful at multi-tasking and delivering prompt, professional and friendly service to all customers. I also will maintain a positive attitude and keep a great sense of humor during peak hours. Looking to find a company that I can expand my knowledge and grow professionally.

Skills

- Cheesemonger
- POS/Micros proficient
- Flexible schedule capability
- Effective multi-tasker
- Rapid order processing
- Extensive food/beverage skills
- On time and reliable
- Courteous, professional demeanor
- Cash handling expert
- Inventory management

Work history

Shift Supervisor Sept 2014 – May 2016 (818) 201 3900
Joan's On Third Studio City, CA

- Handled purchasing & inventory of all paper products weekly
- Maintained complete knowledge of restaurant menu, including daily specials.
- Trained multiple employees in all FOT positions regularly & supervised all employee breaks
- Managed stockroom and handled monthly inventory counts

Food Runner/Expediter April 2014 – Aug 2014
Saddle Ranch Chop House Universal City, CA

- Demonstrates genuine hospitality while greeting and establishing rapport with guests.
- Displays enthusiasm and knowledge about the restaurant's menu and products.
- Assists in prep work for many food items and light cooking of some items.
- Thoroughly cleaned & sanitized work area including mopping & sweeping, wiping down prep areas.

Barista Oct 2012 - Aug 2013
Teavana Sherman Oaks, CA

- Demonstrated thorough knowledge of the merchandise, beverages and ingredients.
- Prepared hot & cold beverages to high standards while providing guests with legendary customer service.
- Consistently exhibited a calm demeanor during periods of high volume or unusual events.
- Ordered, received and unloaded all incoming shipments.
- Thoroughly cleaned & sanitized work area including mopping & sweeping, washing display cases, wiping down prep areas and equipment, washing utensils and dismantling and cleaning machinery.

Executive Asst. Jun 2010 - Feb 2012
DonnaJean Entertainment Inc. Calabasas, CA

- Supervised invoice processing, purchase orders, expense reports, credit memos and payment transactions.
- Maintained entire family's schedule and organized events.
- Answered a high volume of phone calls and email inquiries.
- Arranged domestic and international travel plans and itineraries, including flight, car service and restaurant reservations.
- Oversaw the daily activities of clients' household while they were traveling.

Education

High School Diploma: Diamond Bar High School Diamond Bar, CA
Economics and Marketing Cal State Fullerton University

Name Jeremiah
Score 24 / 35

Servers Test

Multiple Choice

- b 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
- b 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
- b 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

A Queen Mary

C Chaffing Dish

G French Passing

B Russian Service

I Corkscrew

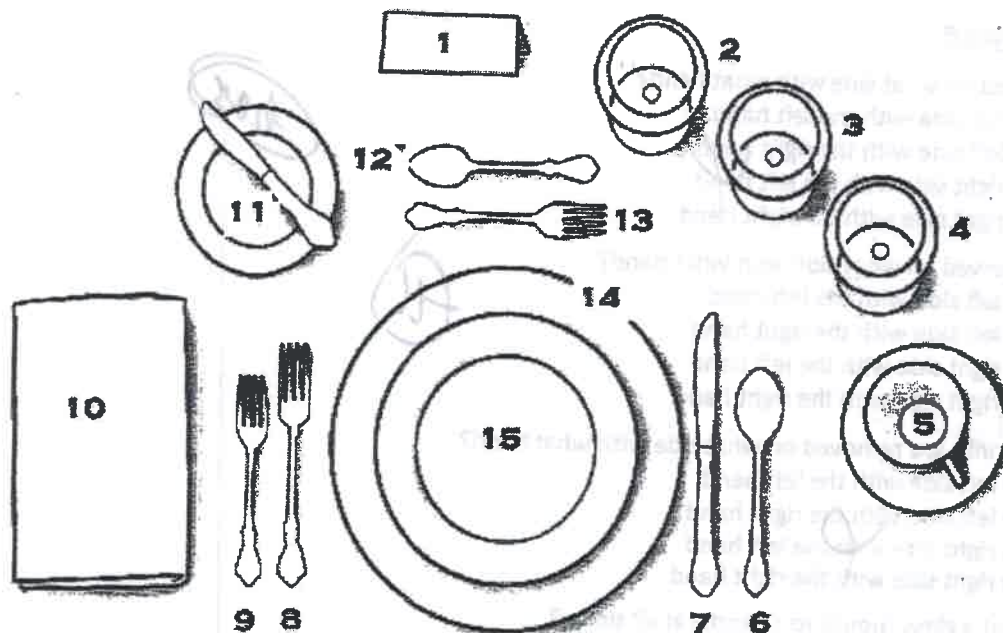
E Tray Jack

- 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 _____

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

Fill in the Blank

- The utensils are placed 1-2 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? SUGAR, STIR STICKS, CREAM
- Synchronized service is when: EVERYONE COURSE COMES AT ONE TIME
- What is generally indicated on the name placard other than the name? VIP
- The Protein on a plate is typically served at what hour on the clock? 9
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
Inform chef of allergies