

SKILLS

Administrative Support

- Resume Formatting
- Typing 50-60 wpm
- Speedwriting
- Outstanding Data Entry Skills
- Editing & Proofreading Skills
- Well organized & proficient at working in a multi-tasking environment
- Superior Analytical & Customer Service skills, with sensitivity to diverse cultural/racial economic backgrounds
- Detailed orientated; Solutions driven
- Ability to work efficiently under minimal supervision
- Flexible to new work situations and assignments.

TECHNICAL SKILLS

- Microsoft Office Applications: Word, Excel, Outlook
- Share Point, Intelligrants & Sales Force Systems
- Lotus Notes, Medi-Soft & Novopath Software
- Medical & Dictaphone Transcription

CULINARY SKILLS

- Experienced in all phases of Food Production for Cafeteria-Style service, including:
 - Nutrition & Sanitation
 - Menu Planning, Prep Work, Cooking, Baking, Serving, Wareroom and clean-up;
 - High Volume cook/chill, with meals (2,300 weekly) prepared for Kids Cafe Sites
 - Catering for in-house events, external clients & private events
 - A la carte dining

EXPERIENCE

Premier Personnel Group, Woodbridge, NJ, (Contract)
Receptionist/Administrator
 Administrative Assistant, Sales Assistant
 3/2016-Present & 4/2011-9/2013

Provided advanced administrative support & frontline customer support services at various locations which include:

IT Consulting Co.; Senior Citizens Housing Complex; Full Service Pathology Laboratory & Busy Sales Department within a Wire & Cable Co.

- Acts as face-of-company to clients
- Resume Formatting
- Provides strong telephone support
- Create and populate excel spreadsheets
- Review & prepare documents for processing
- Also, at a 250-unit Senior Citizens housing complex:
- Assisted applicants & residents in achieving/maintaining residency
- Assessed eligibility & collected required information, including income and assets
- Maintained records, follow-up files & applicant waiting lists, ensuring compliance with eligibility requirements
- Developed & strengthened resident relations
- Collected monthly rents and updated tenant files
- Conducted annual & interim Recertification interviews
- Delegated service requests

KMK Staffing, Colonia, NJ, (Contract)
Sous Chef, Caterer, Garde Manger, Line Cook/Prep Cook & Utilities
 9/2015-Present

- Providing Culinary services as a Sous Chef, Caterer/Cook, using the clean as-you-go method at various locations, which include: Concession Stand, Banquet Halls, Corporate Institutions, Private Schools, Colleges, & Day Cares.

Employment Solutions, Whippany, NJ, (Contract)
Solix Inc., Parsippany, NJ
Case Manager
 9/2013-12/2014

Community Development Block Grant Disaster Recovery for victims of Hurricane Sandy in New York City & New York State.

- Audited applications to determine grant eligibility for Disaster Recovery program.
- Reviewed all program forms and supporting documentation from applicants seeking to participate in the program.
- Executed Eligibility Reviews, Coordination of Benefits Reviews, and Stage 1, and Stage 2 Reimbursement Reviews to completion.
- Determined if applicant was a Landlord, Homeowner or Tenant;

- Confirmed status of applicants for mortgage foreclosures & verified if applicant had private insurance.
- Assisted applicants through the application process & resolved many of their issues, while ensuring conformance with program rules with completeness & accuracy of all information.

Just Care for Children, East Orange, NJ, (Part Time)
Administrative Teaching Assistant

8/2011-3/2012

- Provided strong administrative support to Program Director.
- Assisted in providing in-home tutoring to children (at risk)
- Provided training in Life skills, Behavior Assistance & ABC Pattern, to assist parents in transforming the lives of their at-risk children to become productive leaders.

Elizabeth Housing Authority, Elizabeth, NJ, (Contract)
Office Assistant

12/2010-3/2011

- Customer Service, serving as face-of-company by greeting & interacting with clients in person & on the phone.
- Performed administrative/clerical support including; greeting clients, filing, telephone support & scheduling appointments
- Drafted correspondence
- Entered data using internal computer systems

New Jerusalem Family Church, East Orange, NJ (Part Time)
Administrative Assistant

4/2009-12/2012

- Served an integral role in managing priorities & daily activities for Religious organization.
- Focus was on fiscal management, business development and community outreach.
- Took the "go-to" role in liaison with regard to Church management, the Pastor and Parishioners.
- Ensured timely and appropriate responses to correspondence, requests & action items.
- Organized & prioritized calendar of events & compiled monthly accounts for submission to Board Members.
- Created a business office for conducting daily affairs, accounting systems, facility maintenance & other administrative matters.

MetLife Securities, Iselin, NJ
Administrative Assistant

8/2005-11/2008

- Provided high-level administrative support to Manager of the Transition Services Department.
- Calculated and submitted departments' attendance & overtime;
- Maintained the department supply stock through an electronic ordering system;
- Coordinated meetings, lunches, & other departmental activities.

Specific achievements include:

- Earned permanent position after serving in temporary role based on relentless drive to find solutions that saved company time and money.
- Established timely & accurate record retrieval by automating outside record retention file database.
- Saved \$35K in expenses by implementing cost-effective method for processing Broker/Dealer changes requests.
- Reclaimed \$15K in commissions for transition representatives from fund companies through creating & maintaining comprehensive spreadsheets & consulting with representatives, fund companies/carriers, & commission departments to insure commissions were reclaimed.

EDUCATION & CERTIFICATIONS

Food Service Training Academy, Hillside, NJ

National Restaurant Association & Educational Foundation
Certified ServSafe Sanitation Manager

B&M Career Center, Elizabeth, NJ

Office Administration/Medical Billing & Coding

The Citrone Institute, Edison, NJ

Certified Office Support Assistant

Essex College of Business, Newark, NJ

Certified, Executive Secretary

Certified Trainer in:

Parenting Skills, Life Skills & ABC Pattern

ServSafe® CERTIFICATION

RENEE CUMMINGS

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute (ANSI)—Conference for Food Protection (CFP).

12725658

CERTIFICATE NUMBER

9/4/2015

DATE OF EXAMINATION

Local laws apply. Check with your local regulatory agency for recertification requirements.

10439

EXAM FORM NUMBER

9/4/2020

DATE OF EXPIRATION

Local laws apply. Check with your local regulatory agency for recertification requirements.



#0655

Sherman Brown

Sherman Brown
SVP, National Restaurant Association Solutions



In accordance with Maritime Labour Convention 2006, Resolution ADM N 068-2013 (Regulation 3.2, Standard A3.2).

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Contact us with questions at 175 W Jackson Blvd. Ste 1500, Chicago, IL 60604 or ServSafe@restaurant.org

Grill Cooks Test

Score / 40

Multiple Choice Test (1 point each)

1) How much time should you take to wash your hands with soap?

- a) 1 minute
- b) 20 seconds
- c) Time does not matter, water temperature does
- d) 5 minutes

2) The recommended temperature for your refrigerator is...

- a) 45°F
- b) 50°F
- c) 40°F
- d) 20°F

3) Food handlers must always wash their hands

- a) Before starting work
- b) Switching between handling raw and ready-to-eat food
- c) After going to the restrooms
- d) All of the above

4) The most important reason for having food handlers wear hair restraints is to

- a) Prevent food from getting into food handlers' hair
- b) Prevent food handlers from contaminating their hands by touching their hair
- c) Keep the food handlers' hair in place
- d) None of the above

5) Which of these conditions requires immediate corrective action?

- a) Packaged food items are stored at least 6 inches above the floor
- b) Ice is being used to cool beef stew in a shallow pan
- c) Raw meats are stored on a shelf above ready-to-eat egg salad in the walk-in cooler
- d) Raw fish is stored above raw chicken in the walk-in freezer

6) Bacteria grow best in the temperature "danger zone" which includes temperatures between?

- a) 0°F and 100°F
- b) 32°F and 220°F
- c) 41°F and 135°F
- d) 39°F and 178°F

7) After cutting raw chicken, what should be done before the cutting board is used for slicing onions for salad?

- a) Clean the cutting board with a wet wiping cloth
- b) Turn the board over and use the other side
- c) Rinse the board with running water
- d) Wash, rinse, and sanitize the board prior to slicing the onions

8) Which of the following is NOT an approved method to thaw potentially hazardous foods?

- a) In a microwave oven
- b) During the cooking process
- c) Under cool running water
- d) On a clean counter, at room temperature

9) Wiping cloths stored submerged in a bucket of sanitizing solution are for:

- a) Wiping spills only
- b) Washing hands if the hand sinks are too far away
- c) Sanitizing the blade of utensils such as knives
- d) Maintaining moisture on the wiping cloth

Grill Cooks Test

10) Food-handling gloves must be changed frequently and also:

- a) After handling garbage
- b) After every break
- c) After picking things up off the floor
- d) Between handling raw and cooked foods
- e) All of the above

11) A julienne is:

- a) to cut food into 1 inch X 1 inch cubes
- b) A cooking method using high heat
- c) To cut food into 1/8 X 1/8 slices
- d) A rough cutting method producing oblong shapes

12) A gallon is equal to _____ ounces

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

13) How many cups are in a quart?

- a) 2
- b) 4
- c) 6
- d) 8

14) A Chiffonade is:

- a) To slice an herb or leafy vegetable into thin ribbons
- b) To de bone a fish
- c) Another name for parchment paper
- d) To cook food in liquid, or at just below the boiling point

15) Potentially hazardous hot foods must be maintained at an internal temperature of _____ or higher to be safe

- a) 145° F
- b) 135° F
- c) 160° F
- d) 180° F

16) Which of the following explains the process of poaching?

- a) Poke poultry on the thickest part in order to make sure it's tender
- b) To cook food in an oven that has reached 350° F
- c) Cook gently in water that is hot but not boiling (160°-180° F)
- d) Submerge protein in boiling liquid to speed cooking time

17) If a recipe calls for 16oz of mirepoix, how many ounces of onion, celery, and carrots do you need?

- a) 8 oz of celery, 4 oz of onion, 4 oz of carrot
- b) 4 oz of celery, 8 oz of carrot, 4 oz of onion
- c) 4 oz of celery, 8 oz of onion, 4 oz of carrot
- d) 2 oz of celery, 10 oz of carrot, 2 oz of onion

18) Which of the following best describes braising?

- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

Grill Cooks Test

- 19) Which of the following best describes the process of Caramelization?
- To cook quickly in a pan on top of the stove until food is browned
 - Process through which natural sugars in food become browned and flavorful while cooking
 - Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
 - To plunge food into boiling water briefly, then into cold water to stop the cooking process

20) What temperature should chicken be cooked to?

- 145°F
- 155°F
- 165°F
- 175°F

21) What temperature should ALL ground meat be cooked to?

- 145°F
- 155°F
- 165°F
- 175°F

22) What temperature should fish be cooked to?

- 145°F
- 155°F
- 165°F
- 175°F

23) What is a roux and what is it used for? (2 points)

equal parts of fat & flour used to thicken sauces

24) What is the process of making clarified butter, and why is clarified butter used? (3 points)

25) What are the 5 mother sauces? (5 points)

1. Bechamel
2. Espagnole
3. Hollandaise
4. Tomatoe
5. Veloute

26) What does it mean to season a grill and why is this process important? (3 points)

Clean grill & coat it with oil

27) What are the ingredients in Hollandaise sauce? (5 points)