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## maaciea g morgan resume

1 message

**maaciea morgan** <maacieam@yahoo.com>

Wed, Sep 21, 2016 at 1:42 PM

Reply-To: "maacieam@yahoo.com" <maacieam@yahoo.com>

To: "josephine@acrobotoutsourcing.com" <josephine@acrobotoutsourcing.com>

Maaciea G Morgan

§Date of birth: August 30,1992

Contact:

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Address: 16 Anne street ,South River, New Jersey 08882

Profile:

Objective: I am seeking a position in which customer service ,hospitality, assistance, and teamwork are top priorities

Availability Soon As Possible

Key Skills:

Proficient or familiar with a vast array of programming languages,concepts, and technologies including :

vTyping at {wpm 30}per min.

v Using mac,windows,computer software.

v Programming software: Microsoft outlook, power point, Microsoft excel,Microsoft note,Microsoft outlook.

Education and Training

2011 to 2012Edison Job Corps Academy-Edison NJ(2012) Edison ,New Jersey

·Nursing Assistant course completion

·High School Diploma

Qualifications Summary

Highly personable healthcare professional with solid training in health occupations, customer service and volunteer experiences .

·Demonstrated ability to gain patient/customer trust and provide exceptional follow up

·Expertise in resolving customer service issues ,

·Effectively convey information to patients,families,or customers.

·First responder/CPR certified.

v Device well known:calculators,printers,i-pad tablets, word processors, word programming.

#### Professional Experience and Skills:

(ResCare) Edison job corps academy-Edison New Jersey (2011-2012) Nursing Assistant intern.

Received training in the following procedures:

- Positioning and moving an individual.
- Engaging patients in recreational activities(reading,drawing,exercise)
- Change lining and making beds according to hospital standards
- Measure weight and height
- Record input/output of waste elimination.
- Identify normal ranges of vital signs; blood pressure temperature.
- Promote and encourage patient self-care
- Demonstrate working knowledge of OSHA precautions and standards
- Assist in providing physical exams
- Perform duties such as feeding,bathing,dressing and grooming
- Prepare service and collect food trays.
- Assist staff in preparing for activities of daily living.
- Maintained cleanliness of 26 acre commercial/residential facility
- Cleaned classrooms and office buildings
- Ensured bathrooms, hallways and corridors were swept and mopped.

#### Work History

Hometown Buffett 2016- present

Wal Mart 2014- 2015

Chartwells 2013-2016

Refrences upon request

Sent from Yahoo Mail on Android

C 1) After washing your hands, which item should be used to dry them?

- a) Clean apron
- b) Sanitized wiping cloth
- c) Single use paper towel
- d) Common used cloth

C 2) While washing dishes by hand, which item should you wear?

- a) Cutting glove
- b) Oven Mitt
- c) Rubber glove
- d) Nothing

D 3) When should you wash your hands?

- a) Before you start work
- b) After handling non-food items (garbage, money, cleaning chemicals)
- c) After using the restroom
- d) All of the above

B 4) If you need to move a heavy load, you should PULL and not PUSH the object.

- a) True
- b) False

E 5) Which of the following could you be at risk for getting burned from?

- a) Steam from boiling pots
- b) Hot liquids (coffee, soup, tea)
- c) Hot equipment (ovens, pots, chafing dishes)
- d) Harsh chemicals
- e) All of the above

A 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.

- a) True
- b) False

C 7) What should you do if you spill liquids or see a liquid spill?

- a) Leave it for someone else to clean-up
- b) Wait until the end of your shift to clean it
- c) Flag the spill and clean it immediately
- d) Not sure

C 8) When handling hot items you should?

- a) Wear rubber gloves
- b) No need to wear anything
- c) Use an oven mitt or dry cloth towel
- d) Nothing

A 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?

- a) Rinsing
- b) Scraping
- c) Washing
- d) Sanitizing

C 10) What is the proper method for cleaning and sanitizing stationary equipment?

- a) Spray with a strong cleaning solution and wipe with a sanitized cloth
- b) Spray with a sanitizing solution, then rinse with clean water and dry
- c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
- d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution

10/10  
(100%)

**Servers Test**

**Multiple Choice**

B

1) Food is served on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand

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D Q

2) Drinks are served on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand

D

3) Food and drinks are removed on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand

A

4) What part of a glass should you handle at all times?

- The stem
- The widest part of the glass
- The top

60

D

5) When you are setting a dining room how should you set up your tablecloths?

- Neatly and evenly across the tables
- The creases should all be going in the same directions
- The chairs should be centered and gently touching the table cloth
- All of the above

B

6) If you bring the wrong entrée to a guest what should you do?

- Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
- Inform the guests that you will bring the correct entrée once everyone else in the dinning room is served
- Try to convince the guests to eat what you brought them
- 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. Metal buffet device used to keep food warm by heating it over warmed water

G Queen Mary

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)

P Chaffing Dish

C. Used to hold a large tray on the dining floor

E French Passing

D. Area for dirty dishware and glasses

B Russian Service

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

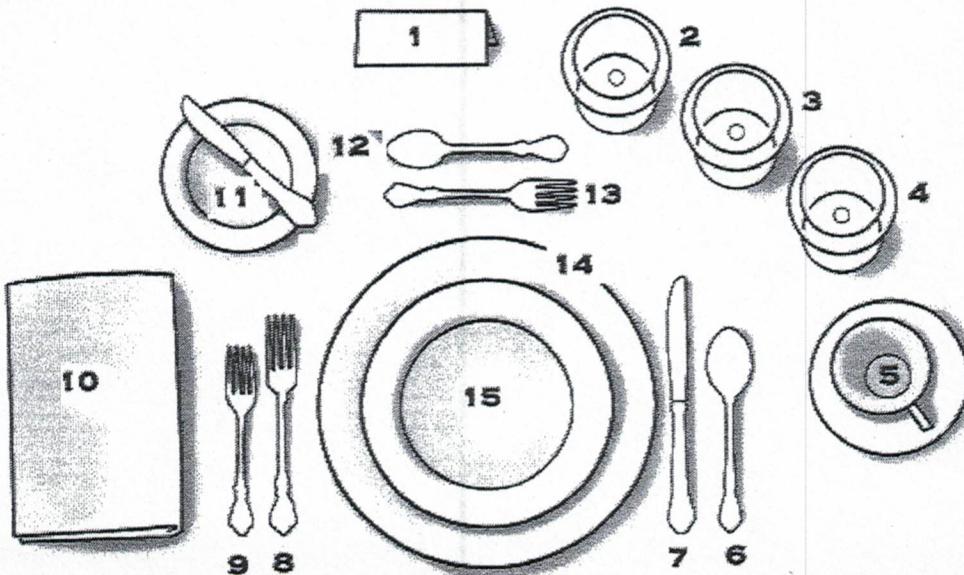
F Corkscrew

F. Used to open bottles of wine

C Tray Jack

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

**Servers Test**



**Match the Number to the Correct Vocabulary**

<u>10</u>	Napkin
<u>11</u>	Bread Plate and Knife
<u>1</u>	Name Place Card
<u>8</u>	Teaspoon
<u>9</u>	Dessert Fork
<u>15</u>	Soup Spoon
<u>14</u>	Salad Plate
<u>4</u>	Water Glass

<u>8</u>	Dinner Fork
<u>5</u>	Tea or Coffee Cup and Saucer
<u>7</u>	Dinner Knife
<u>2</u>	Wine Glass (Red)
<u>13</u>	Salad Fork
<u>11</u>	Service Plate
<u>1</u>	Wine Glass (White)

**Fill in the Blank**

1. The utensils are placed 1 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Plate and spoon.
3. Synchronized service is when: Everything is served promptly and professionally.
4. What is generally indicated on the name placard other than the name? Table number
5. The Protein on a plate is typically served at what hour on the clock? First
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Take the guest's order and report it to the Chef.