

Jeanine Daniels

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EDUCATION

Pitzer College, Claremont, California

Bachelor of Arts in May 2008 with an emphasis on Media Studies

EXPERIENCE

Freelance

Consultant.

February 2008 - August 2016

Directed and managed the development of creative film, television, and video production assets. Consulted on various production projects and provided feedback. Managed allocation on internal and external resources to ensure that productions were completed in a timely manner, under budget, and to the highest quality possible. Created persuasive marketing visualizations and materials. Monitored data analytics and client databases to best service client needs. Proofread and edited client related documents as needed.

Savoy Staffing

Busser/Buffer Attendant/Server

September 2016 - Present

Clean tables, remove dirty dishes, replace soiled table linens; set tables; replenish supply of clean linens, silverware, glassware, and dishes; supply service bar with food; and serve items such as water, condiments, and coffee to patrons

Chef Marilyn's, Queen of Down Home Southern Goodies

Busser/Buffer Attendant/Server/Bartender/Runner

December 2014 - Present

Ensure that patrons have an enjoyable dining experience by providing quality service. Serving food and drinks, and removing dinnerware from the table in a timely manner. Locate items requested by patrons or kitchen staff. Wash glasses or other serving equipment.

Super Star Power Productions (Post Production House)

Office Manager.

October 2014 - May 2016

Managed emails, calendars, contacts, office files, and the company website. Answered phone call, completed data entry, coordinated travel logistics, maintained office supplies, oversaw the maintenance of the production equipment, and was the primary contact for day-to-day client relations.

Disney Animation

Administrative Assistant.

March 2012 - November 2012

Managed emails, contacts, and office files for Disney executives and Vice Presidents. Managed and maintained of production calendars, production boards, binders, and production expense reports. Liaised between production and development executives.

Warner Bros. Animation

Animation Coordinator.

March 2010 - February 2011

Supported the Line Producers, Production Managers, and other crew members in all aspects of production. Managed and maintained the production calendars. Tracked the production scripts and coordinated the writers' schedules. Prepared the ADR sessions, organized the studio's notes and follow-up, and maintained the databases, production boards, binders, and various production trackers.

Name _____

Servers Test

Score / 35

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
- 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
- D 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

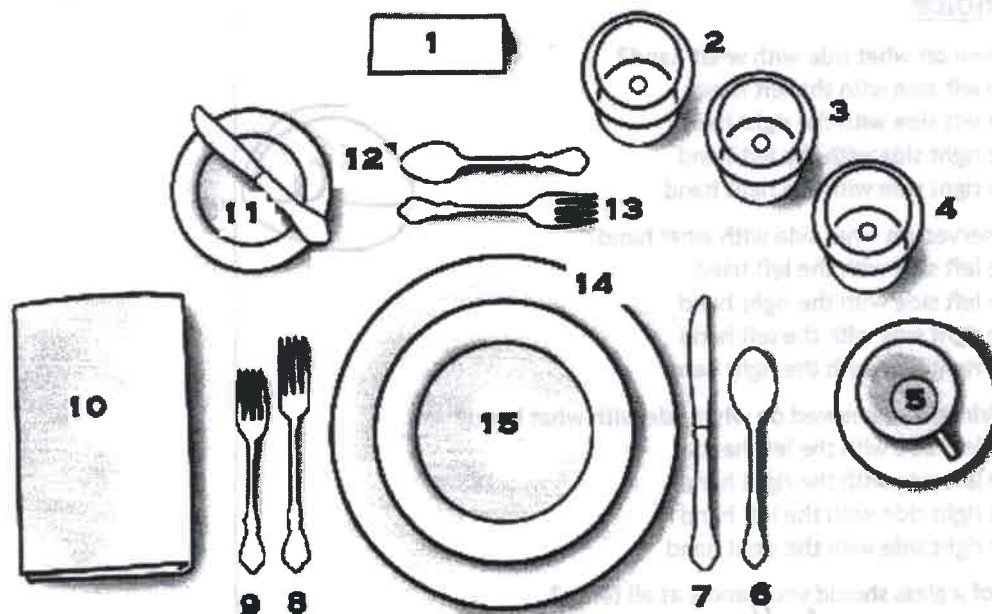
Match the Correct Vocabulary

- | | |
|--------------------------|---|
| <u>D</u> Scullery | A. Metal buffet device used to keep food warm by heating it over warmed water |
| <u>E</u> 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) |
| <u>A</u> Chaffing Dish | C. Used to hold a large tray on the dining floor |
| <u>B</u> French Passing | D. Area for dirty dishware and glasses |
| <u>G</u> Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | F. Used to open bottles of wine |
| <u>C</u> Tray Jack | G. Style of dining in which the courses come out one at a time |

Name Jeannie Jones

Servers Test

Score / 35



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

2 Wine Glass (Red)

9 Salad Fork

14 Service Plate

44 Wine Glass (White)

Fill in the Blank

- The utensils are placed 4 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? sugar (brown & white) cream
- Synchronized service is when: _____
- What is generally indicated on the name placard other than the name? meal type
- The Protein on a plate is typically served at what hour on the clock? 4
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?

Mark the plate & tell the expeditor