

Mellie Nolen

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SKILLS OF EXPERTISE

Micros POS System
Fine Dining Experience

Natural Wine
Upselling Tactics

Food & Wine Pairings
Social Media Outreach

EDUCATION

University of Southern California, Bachelor of Arts | Majors: Theatre, English

EXPERIENCE

Miro | Server

March 2016-August 2016
(Los Angeles, CA)

Miro is a high-volume fine-dining restaurant nestled in the heart of the Los Angeles Financial District. I was a member of the opening team that helped this restaurant find immediate success. While working here, I acquired several regulars and received many positive reviews. I developed a strong knowledge of Pan-Mediterranean cuisine, Natural Wines, and craft cocktails.

bSmart Guide | Blogger

September 2015-Now
(Remote position)

I blog for the rapidly growing company bSmart Guide. Responsibilities include delivering pitches, adhering to strict submission deadlines and collaborating with the editor regularly. Promotion of the articles is largely on the shoulders of the bloggers. This requires a deep understanding of major social media platforms. The founder and I are currently discussing the possibility of creating video content.

Ebaes | Server

August 2014-August 2015
(Los Angeles, CA)

Ebaes is a high-volume casual Japanese fusion restaurant situated near the USC campus. Due to the limited seating, servers were required to turn tables as quickly as possible. While working here, I stepped into other roles whenever needed: host, busser, dishwasher, etc. I was regularly in charge of closing duties.

OTP | Server

November 2013-July 2014
(Lincoln, CA)

OTP is a mom-and-pop style Italian restaurant. It is beloved by locals in Sacramento. I was promoted from host to server in a month and a half. I acquired a series of regulars. The sense of community was one of the most rewarding aspects of this position.

LEADERSHIP EXPERIENCE

Literary Committee | USC School of Dramatic Arts

Fall 2015-Spring 2016
(University of Southern California)

I worked closely with the dean, artistic director and playwriting professors of the School of Dramatic Arts to draft and approve the 2016-2017 season of plays.

Name Melina Noun

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

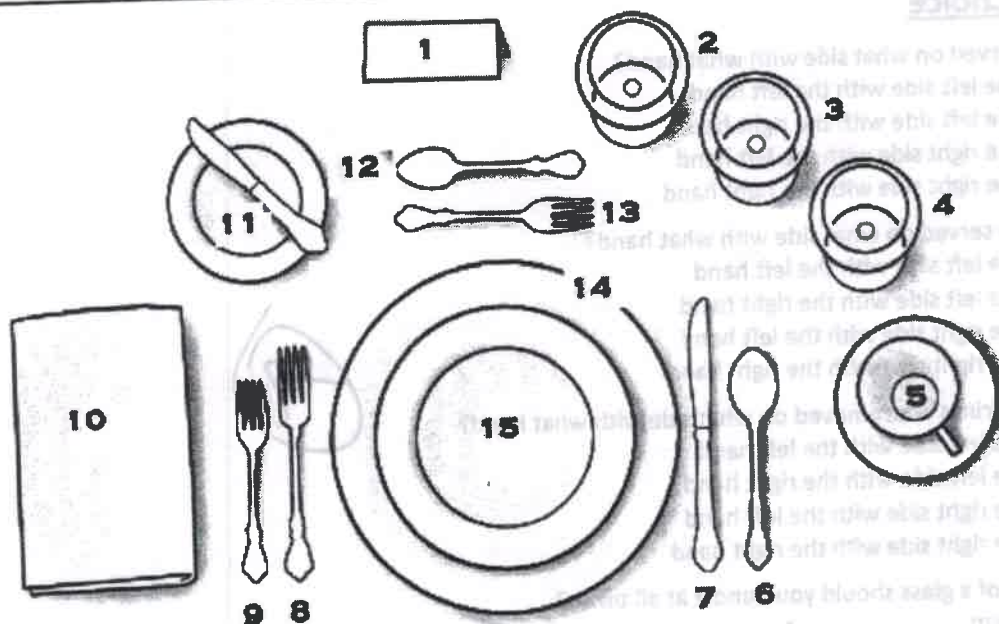
Match the Correct Vocabulary

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

Name Melina Nolen

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

9 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

3 Wine Glass (White)

Fill in the Blank

- The utensils are placed 2-3 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? sugar, cream, honey, smallspoon
- Synchronized service is when: courses plates arrive at the same time
- What is generally indicated on the name placard other than the name? position/company/affiliation
- The Protein on a plate is typically served at what hour on the clock? 4 o'clock
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
inform the kitchen of dietary restrictions