

# Mellie Nolen

| 1517 N. Hoover St. Apt. 2 Los Angeles, CA 90027 | (213) 222-5806 | mellienolen@gmail.com |

## 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.



## Servers Test

### 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 dinning 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 Metal buffet device used to keep food warm by heating it over warmed water

A 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)

E Chaffing Dish

C Used to hold a large tray on the dining floor

G 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

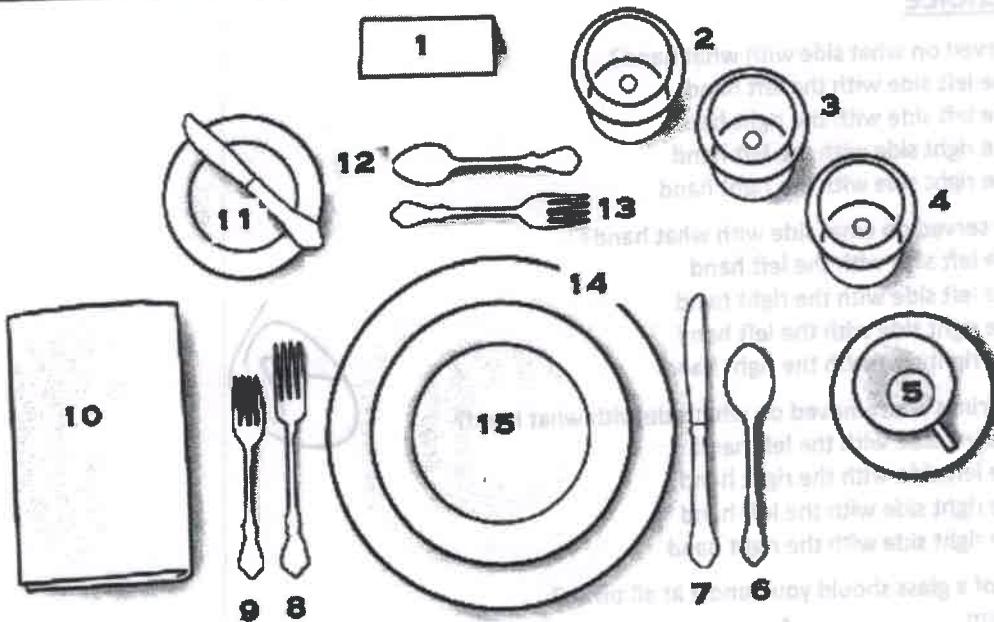
F Corkscrew

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>3</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>2</u>	Wine Glass (Red)
<u>13</u>	Dessert Fork	<u>9</u>	Salad Fork
<u>1</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>3</u>	Wine Glass (White)
<u>A</u>	Water Glass		

**Fill in the Blank**

1. The utensils are placed 2-3 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? sugar, cream, honey, smallspoon
3. Synchronized service is when: courses, plates arrive at the same time
4. What is generally indicated on the name placard other than the name? position/company/affiliation
5. The Protein on a plate is typically served at what hour on the clock? 4 o'clock
6. 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