



KELSEY RIVERA

OBJECTIVE

Highly motivated individual seeking a position in the catering industry.

EDUCATION

Rowan University, Glassboro, NJ

Master's in Science of Teaching: Theatre, 2016

- Dean's List Spring 2015, 2016; GPA 3.9
- Member of the Honor Society of Graduate and Professional School Students: *Alpha Epsilon Lambda*, Upsilon Chapter

Rowan University, Glassboro, NJ

Bachelor of Fine Arts in Musical Theatre and Theatre Education, 2014

- Dean's List Fall 2013 & Spring 2014; GPA 3.1
- Member of the Theatre Honor Society: *Alpha Psi Omega*, Rho Nu Chapter
- Participated in the Rowan University's Musical Theatre Company

EMPLOYMENT/INTERNSHIPS

Rahway Public Schools, Rahway, NJ

Substitute Teacher; January 2012-Present

- Supervised students from grades 1 – 12 and implemented lesson plans, specializing in theater and dance classes at the high school level

Cumberland Regional High School, Bridgeton, NJ

Student Teacher; September 2015-May 2016

- Assistant directed and stage managed *Makin' It*; Fall 2015
- Dialect coach for spring musical *Damn Yankees*; Spring 2016
- Directed anti-bullying production for Action Research Project; Spring 2016

Rowan University, Glassboro, NJ

Resident Director; January 2015-June 2015, Resident Assistant; August 2012-May 2014

- Managed the Townhouse Resident Assistants and residents
- Administered and served judicial hearings for on-campus incidents
- Organized and managed campus events for residents

Oak Crest Day Camp, Somerset, NJ

Theatre Director/Camp Counselor; June 2012-August 2016

- Supervised the safety of children ages 3 - 12
- Director of the summer camp show
- Responsible for teaching theater skills to children ages 3 – 12

EgoPo Classic Theatre, Philadelphia, PA

Intern; March 2013-May 2013

- Assisted with office administration
- Organized office files

Name Kelsey Rivera
Score / 35

Servers Test

Multiple Choice

- B 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
- B 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
- C 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
- A 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

26/35
74%

Match the Correct Vocabulary

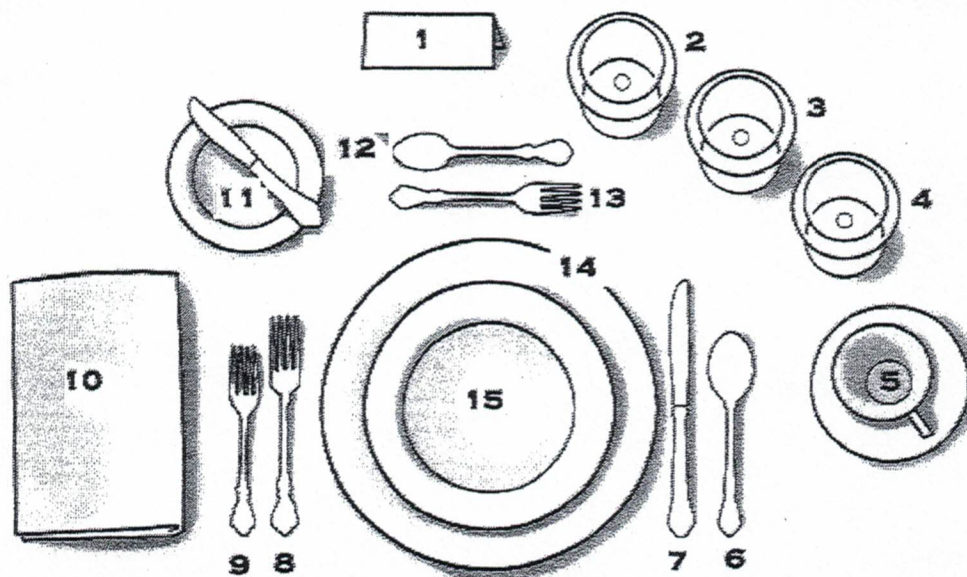
- | | |
|--------------------------|---|
| <u>D</u> Scullery | <u>A</u> Metal buffet device used to keep food warm by heating it over warmed water |
| <u>A</u> Queen Mary | <u>B</u> Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (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>B</u> French Passing | <u>D</u> Area for dirty dishware and glasses |
| <u>G</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

Kelsey Rivera

Servers Test

Score / 35



Match the Number to the Correct Vocabulary

10
11
1
12
13
0
15
4

Napkin
Bread Plate and Knife
Name Place Card
Teaspoon
Dessert Fork
Soup Spoon
Salad Plate
Water Glass

8
5
7
2
9
14
3

Dinner Fork
Tea or Coffee Cup and Saucer
Dinner Knife
Wine Glass (Red)
Salad Fork
Service Plate
Wine Glass (White)

Fill in the Blank

1. The utensils are placed 2 inch (es) from the edge of the table.
2. If Coffee and Tea service should be accompanied by what extras? Cream, milk, sugar, sugar substitute
3. Synchronized service is when: You remove dirty plates for clean full plates
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? 3
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
Check with the Cooks to make sure it is available

Interview Note Sheet

Name: <u>Yelsey Rivera</u>		Interviewer: <u>J. Birk</u>
Date: <u>11/17/16</u>		Rate of Pay: _____
Position (s) Applied for: <u>Server</u>		Referred by: <u>Shannon Alexander</u>

Test Scores					
Server	/35	% Bartender	/30	%	
Prep Cook	/15	% Barista	/10	%	
Grill Cook	/40	% Cashier	/10	%	
Dishwasher	/10	% Housekeeping	/15	%	

Seeking:
Full-Time
<u>Part-Time</u>

Relevant Experience & Summary of Strengths

- Gobs for Theater Company in Philly

- ☒ Lehigh Valley, PA
high-class functions
Nancee (mental health awareness)

- Currently substitute teacher in Rahway School District

Total of _____ in Food Service

Dec 8th - Start Date

Flexible according to Teaching Schedule

P.O.S. Experience: Y / N details: _____

Transportation

Car

Public Transit

Carpool (Rider / Driver)

Regions Available to Work

North NJ

South NJ

Central NJ

Jersey Shore

Certifications (if any)

TIPS

Serv-Safe

LEAD

Other _____

Will Submit

Availability

Open

AM only

PM only

Weekdays only

Weekends only

Details:

(will change after internship is over)

Uniforms Owned

Bistro

Black Bistro

Tuxedo

1/2 Tuxedo

Black Vest

Long Black Tie

Chef Coat

Chef Pants

Knives

Black Pants

Non-Slip Shoes

Bow Tie

Other: _____

Would you recommend this applicant for Acrobot Academy?

Convention Candidate?

Other Languages Spoken: