

OBJECTIVE:

To obtain a position with a company that utilizes my professional skills and offers growth and advancement

KEY QUALIFICATIONS:

Communication skills, organizing, managing people and projects.

LANGUAGE SKILLS:

Fluent English and Spanish written and writing

EDUCATION:**RETS INSTITUTE (Lyndhurst, NJ)****Business and Computer Operations Certificate**

General office procedures, Bookkeeping, Accounting principles

SCS BUSINESS AND TECHNICAL INSTITUTE (Newark, NJ)

Data Entry and General Office Assistant Certificate

EXPERIENCE:**STAFF-IN SERVICES, LLC (Garfield, NJ)**

2016-present

Captain/Bartender, Server

Directing private affairs, organizing staff, performed bartender and server duties.

DREAMHOUSE CONSTRUCTION LLC (Plainfield, NJ)

2005-2016

Operation Manager

In charge of hiring employees, payroll responsibilities, accounts receivable and payable, meeting clients, passing inspections for projects, scheduling jobs and teams, getting permits from municipalities accordingly, managing diverse transactions in a daily basis.

CA ONE SERVICES, INC (Newark International Airport)

2003-2005

Payroll Administrator

Oversee unit payroll and time attendance system, basic HR responsibilities Id's verifications, records keeping, scheduling meetings

O'CONNOR & DEMAS, PC LAW OFFICES (Chatham, NJ)

2002-2002

Office Assistant / Clerical position

Data entry, answering phones, filing, translating, taking clients to court dates and doctor's appointments

DOMINICK GIORDANO, COUNSELOR AT LAW (Passaic, NJ)

2001-2001

Receptionist / Office Assistant

Answering phones, working directly with clients, organizing files for civil and criminal cases

THE MANOR RESTAURANT (West Orange, NJ)

1988-2000

Captain/Waitress, Bartender

Private Dining Department, managing customer seating, directed implementation of diverse affairs, organizing staff, performed bartender and server duties

References furnish upon request

Interview Note Sheet

Name: ELVA COX

Interviewer: Jo Park

Date: 12/2/2016

Rate of Pay: \$13

Position (s) Applied for:
Server

Referred by:
Craigslist

Test Scores

		%		%
Server	/35	%	Bartender	/30
Prep Cook	/15	%	Barista	/10
Grill Cook	/40	%	Cashier	/10
Dishwasher	/10	%	Housekeeping	/16

Seeking

Full-Time

Part-Time

Relevant Experience & Summary of Services

Staff - In Services LLC 2016 April

Total of _____ in Food Service

Garfield, NJ

- bartender, server, captain

Dreamhouse Construction

Plainfield, NJ

operations manager 2005 - 2016

CA One Services - Newark Airport 2003 - 2005

Payroll Administrator

The Manor - West Orange captain server/bartender 1988

P.O.S. Experience: N details: micros

* travel up to 30min
max - 45 min

25 - 30 miles.

Car

Public Transit

Carpool (Rider / Driver)

Locations Available to Work

North NJ

South NJ

Central NJ

Plainfield, NJ Jersey Shore

Conferences Attended

TIPS

Serv-Safe

LEAD

Other _____

Will Submit

Availability

Open

AM only

PM only

Weekdays only

Weekends only

Uniforms Desired

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 Acting Academy?

Convention Candidate?

Other Languages Spoken:

Servers Test

Multiple Choice

C

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

C

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

A

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

C

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

C

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

E 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)

A 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

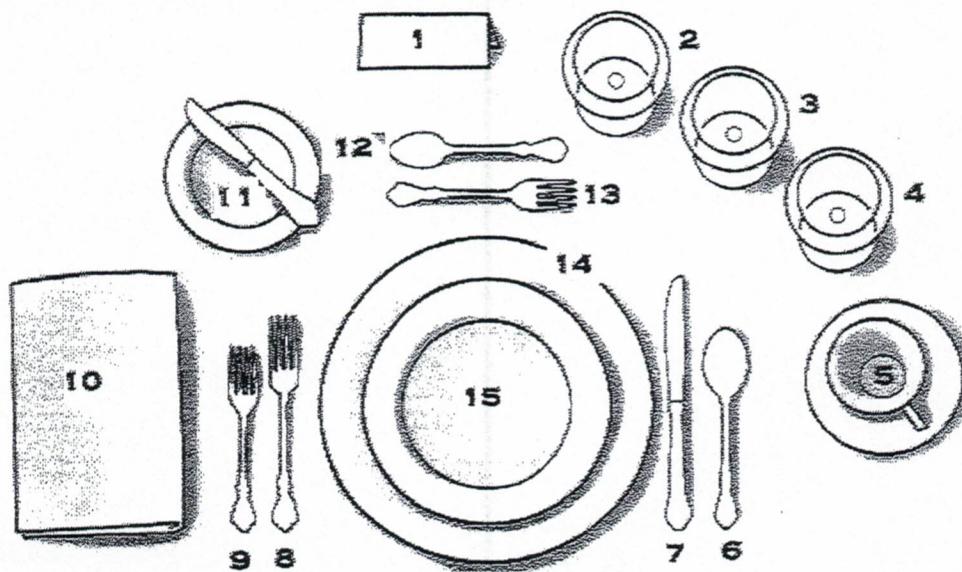
C Tray Jack

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

Name _____

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

3

Water Glass

8

Dinner Fork

5

Tea or Coffee Cup and Saucer

7

Dinner Knife

3

Wine Glass (Red)

9

Salad Fork

14

Service Plate

2

Wine Glass (White)

Fill in the Blank

1. The utensils are placed one inch inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Sugar, cream, lemon, Tea box
3. Synchronized service is when: Team effort.
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? 6 o'clock.
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Inform the person in charge of placing the dinner order to the chef / kitchen