

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: <u>Elva Cox</u>	Interviewer: <u>Jo Paik</u>
Date: <u>12/2/2010</u>	Rate of Pay: <u>\$13</u>
Position(s) Applied for: <u>Server</u>	Referred by: <u>Craigslist</u>

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

Working
Full-Time
<u>Part-Time</u>

Relevant Experience & Summary of Strengths	Total of _____	In Food Service
<ul style="list-style-type: none"> Staff - in services LLC 2016 April 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>* travel up to 30min max - 45 min 25-30 miles.</p>
P.O.S. Experience: <u>Y</u> <u>N</u> details: <u>micros</u>		

Transportation
<u>Car</u> Public Transit Carpool (Rider / Driver)

Regions Available to Work
North NJ South NJ <u>Central NJ</u> <u>Plainfield, NJ</u> Jersey Shore

Certifications (if any)
TIPS Serv-Safe LEAD Other _____ Will Submit

Availability
<u>Open</u> AM only PM only Weekdays only Weekends only
Details: <u>mainly evenings</u>

Uniforms/Attire
<u>Bistro</u> <u>Black Bistro</u> Tuxedo 1/2 Tuxedo <u>Black Vest</u> <u>Long Black Tie</u> Chef Coat Chef Pants Knives <u>Black Pants</u> <u>Non-Slip Shoes</u> <u>Bow Tie</u> Other: _____
Would you recommend this applicant for Academy? _____ Convention Candidates? _____ Other Languages Spoken: _____

Multiple Choice

- d 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
- 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
- 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

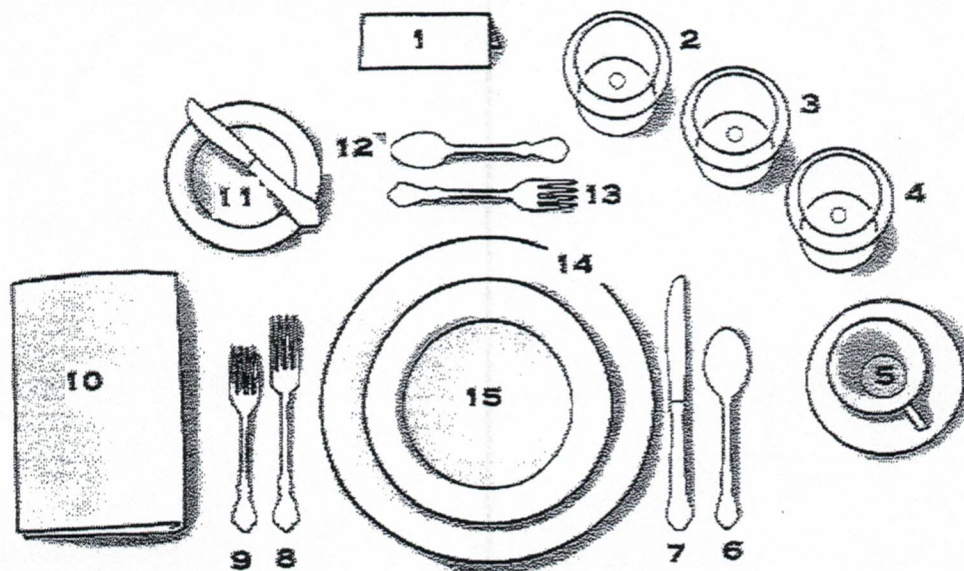
Match the Correct Vocabulary

- | | |
|--------------------------|---|
| <u>D</u> Scullery | A. Metal buffet device used to keep food warm by heating it over warmed water |
| <u>B</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>G</u> French Passing | D. Area for dirty dishware and glasses |
| <u>B</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>G</u> 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

- | | | | |
|-----------|-----------------------|-----------|------------------------------|
| <u>10</u> | Napkin | <u>8</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>3</u> | Wine Glass (Red) |
| <u>13</u> | Dessert Fork | <u>9</u> | Salad Fork |
| <u>6</u> | Soup Spoon | <u>14</u> | Service Plate |
| <u>15</u> | Salad Plate | <u>2</u> | Wine Glass (White) |
| <u>3</u> | Water Glass | | |

Fill in the Blank

- The utensils are placed one inch inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Sugar, cream, Lemon, Tea box.
- Synchronized service is when: Team effort.
- What is generally indicated on the name placard other than the name? Table number.
- The Protein on a plate is typically served at what hour on the clock? 6 o'clock.
- 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 diners order to the chef / kitchen