

MARLA L. SMITH

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OBJECTIVE Seeking a position as an **Esthetician** where my training, demonstrated skills and interpersonal strengths will be utilized effectively.

SUMMARY OF QUALIFICATIONS

- ◆ Licensed Esthetician, knowledgeable in skin care and analysis, as well as procedures including facials, European massage and waxing.
- ◆ Thoroughly familiar with the uses and applications of a wide range of products for beauty enhancement, sun damage prevention, and treatment for various skin conditions.
- ◆ Ability to create customized regimens for all skin types with respect to gender, age, and ethnicity.
- ◆ Client-centered individual and effective communicator with extensive customer service experience and strong customer consultation skills. Warm and friendly demeanor; proven ability to develop client confidence, rapport and loyalty.
- ◆ Three years of experience in a medical office setting.

PROFESSIONAL EXPERIENCE

- 2011 – 2015 PRIVATE CLIENT HOME CARE; Pasadena, CA
- Independent client care for a patient with stage four terminal lung cancer.
 - Responsible for all personal hygiene care, chemo and radiation appointments, shopping, cooking, etc.
- 2008 – 2011 SARA ELLERBE PHYSICAL THERAPY; Pasadena, CA
- Administered various procedures such as electrical stimulation, ultrasound, infrared heat and deep tissue massage to the patient.
- 2006 – 2008 PASADENA CONVENTION CENTER; Pasadena, CA
Assistant to the Special Events Coordinator
- Organized and executed catering functions for major events, conventions, concerts, trade shows, etc. Coordinated up to 40 catering staff members to ensure efficient operations.
 - Performed all aspects of room setup, food service and bartending.
- 1995 – 2006 BONAVENTURE BREWING COMPANY / WESTIN BONAVENTURE HOTEL; Los Angeles, CA
Food Server / Bartender
- Coordinated and implemented on-and off-premise catering service to local businesses.
 - Conducted on-site marketing events for VIP clients.
 - Met directly with clients to identify needs, establish budgets and plan details.
 - Oversaw all aspects of event setup and service.
 - Established loyal following and was frequently requested by clients to head up events.
- 1992 – 1995 AMERICAN HAWAIIAN CRUISES; Honolulu, HI
Food Server
- Worked aboard cruise ship in the food and beverage department, organizing, setting-up and serving 4 meals daily in the main dining room.
- 1989 – 1992 LORENZ CLINIC / FRED LORENZ, D.O.; Southfield, MI
Medical Assistant / Physical Therapy Aide
- Worked in a large sports medicine and family medicine clinic seeing up to 100 patients daily.
 - Recorded patient histories, prepared and maintained charts, gave injections, took blood pressure, performed EKGs and muscle stimulation.
 - Assisted doctor with exams and routine office procedures.
 - Collected specimens and ordered lab work.

EDUCATION

12/08 **Advanced Skin Analysis** (30 hours), The International Dermal Institute; Carson, CA
1/08 – 05/08 **Esthetician I/II** (650 hours), Citrus College; Glendora, CA
1990 – 1992 **Diploma**, Southwest Culinary Arts School; West Bloomfield, MI
1986 – 1988 **Business Administration Major**, Oakland Community College; Farmington Hills, MI

LICENSES

Esthetician License, State of California, May 2008

Multiple Choice (6 points)

- 1) Carbonation _____ the rate of intoxication.
a) Slows down
☒ b) Speeds up
c) Does nothing to
- 2) What are the six most commonly used spirits?
a) Sweet and Sour, Triple Sec, Grenadine, Midori, Lime Juice and Cranberry Juice
☒ b) Vodka, Whiskey, Gin, Bourbon, Rum and Tequila
c) Chardonnay, Cabernet Sauvignon, Champagne, Merlot, Sauvignon Blanc, Zinfandel
d) Kahlua, Vodka, Frangelico, Gin, Tequila, Spiced Rum
- 3) You can accept an expired ID as long as all other information is correct.
a) True
☒ b) False
- 4) If someone has had too much to drink, serving them coffee will help sober them up.
a) True
☒ b) False
- 5) What are the acceptable forms of ID for Alcohol Consumption?
a) State or Government Issued ID Card or Drivers License
b) Passport or Passport ID Card (as long as it lists the person's date of birth)
☒ c) School ID or Birth Certificate
d) A & B
e) A, B & C
- 6) If there is no shaker tin available to scoop ice for a drink, it is okay to use a glass.
a) True
☒ b) False

Vocabulary (9 points)

Match the word to its definition

C "Straight Up"

F Shaker Tin

I "Neat"

A Muddler

B Strainer

C Jigger

G Bar Mat

D "Float"

H "Back"







- a.) Used to crush fruits and herbs for craft cocktail making
- b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured
- c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice
- d.) To pour 1/2 oz of a liquor on top
- e.) Used to measure the alcohol and mixer for a drink
- f.) Used to mix cocktails along with a pint glass and ice
- g.) Used on the bar top to gather spills
- h.) Requesting a separate glass of another drink
- i.) Means to serve spirit room temperature in a rocks glass with no ice

Bartenders Test

Score / 35

Glassware (6 points)

Match the correct glass to the drink

Cabernet Sauvignon	 char
Chardonnay	 ch
Tom Collins	 Cosmo
Vodka Soda	 Tom Collins
Cosmopolitan	 Champagne
Champagne	 vod/soda

Answer and Question (14 points)

- Provide examples of 3 brand name "top shelf" spirits (3 points): Patron, Tequila, Vodka
- What are the ingredients in a Manhattan? Whiskey / Vermouth
- What are the ingredients in a Cosmopolitan? Vodka, SS.
- What are the ingredients in a Long Island Iced Tea? all white booze w/ Coke, SS.
- What makes a margarita a "Cadillac"? Grand Marier
- What is simple syrup? Sugar / H₂O
- Is it legal to pour liquor from one bottle into another? What is this called? (2 points)
No !! Merry
- What should you do if you break a glass in the ice? ~~clean~~ remove ice, clean, Start over
- When is it OK to have an alcoholic beverage while working? Never
- What does it mean when a customer orders their cocktail "dirty"? Olive juice
- What are the ingredients in a Margarita? Tequila, SS. rose lime, grand Marier top shelf