

# 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

100%

Vocabulary (9 points)

Match the word to its definition

C "Straight Up"

a.) Used to crush fruits and herbs for craft cocktail making

F Shaker Tin

b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured

I "Neat"

c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice

A Muddler

d.) To pour  $\frac{1}{2}$  oz of a liquor on top

B Strainer

e.) Used to measure the alcohol and mixer for a drink

C Jigger

f.) Used to mix cocktails along with a pint glass and ice

G Bar Mat

g.) Used on the bar top to gather spills

D "Float"

h.) Requesting a separate glass of another drink

H "Back"

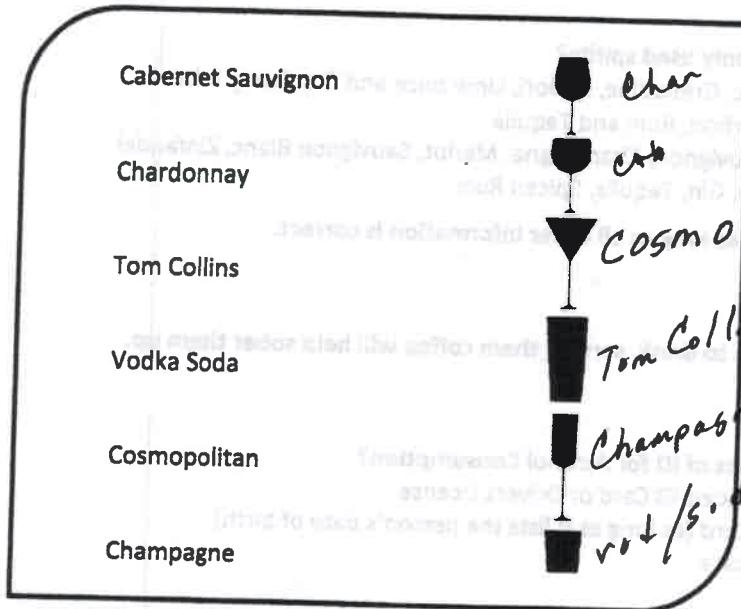
i.) Means to serve spirit room temperature in a rocks glass with no ice

**Bartenders Test**

**Score / 35**

**Glassware (6 points)**

Match the correct glass to the drink



**Answer and Question (14 points)**

Provide examples of 3 brand name "top shelf" spirits (3 points): Patron, Tito's Vodka

What are the ingredients in a Manhattan? Whiskey / Vermouth

What are the ingredients in a Cosmopolitan? Vodka, J.S.

What are the ingredients in a Long Island Iced Tea? all white Boozes w/ Coke, 55.

What makes a margarita a "Cadillac"? Grand Marnier

What is simple syrup? Sugar / H2O

Is it legal to pour liquor from one bottle into another? What is this called? (2 points)  
No !!

What should you do if you break a glass in the ice? clean remove Ice, Clean

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, 55. rose lime, grand Marnier, Top shelf