

Ileana Tunon

1422 Piedmont Ave NE • Atlanta, GA 30309 • 678-934-4445

iletunon@gmail.com

Objective: To obtain a position as a childcare, teacher assistant or home health aid where I can utilize my skills and assist others in need.

Experience: Legendary Events Atlanta, GA
Catering Server 03/2016 to Present

- Prepare and serve food and refreshments at social affairs.
- Arrange tables and decorations.
- Serve hors d'oeuvres, fancy and plain sandwiches and salads.

LGC Hospitality Staffing Atlanta, GA
Banquet Server 06/2014 to Present

- Compile and balance cash receipts at the end of the day and shift.
- Prepare and serve food depending on the need of the event.
- Resolved customer complaints regarding food service.

Self-Employed Stockbridge, GA
Childcare Provider 07/2011 to 12/2012

- Assisted a 2 year old and 4 year old with different needs including meals, clothing, bathing, and education.
- Kept records on individual children, including daily observations and information about activities, meals served, and medications administered.
- Instructed children in health and personal habits such as eating, resting, and toilet habits while engaging them in activities.

The Millard Group- Lenox Mall Atlanta, GA
Janitor 06/2008 to 07/2011

- Kept food court section in clean and orderly condition and tended all tables and counters.
- Swept, mopped, scrubbed and vacuumed hallways leading to food court.
- Replenished supplies such as utensils when needed.

Burger King Doraville, GA
Cashier 06/2007 to 06/2008

Emmanuel Child Care Brooklyn, NY
Owner/Operator 05/1999 to 09/2005

Education: Universidad de Panama Panama City, Panama
Some College (Accounting)

Skills:

- Bilingual- Spanish (native) and English (intermediate)
- Experience in customer service
- Experience with computers

Servers Test

Multiple Choice

yb

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

jd

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

jd

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

ja

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

jd

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

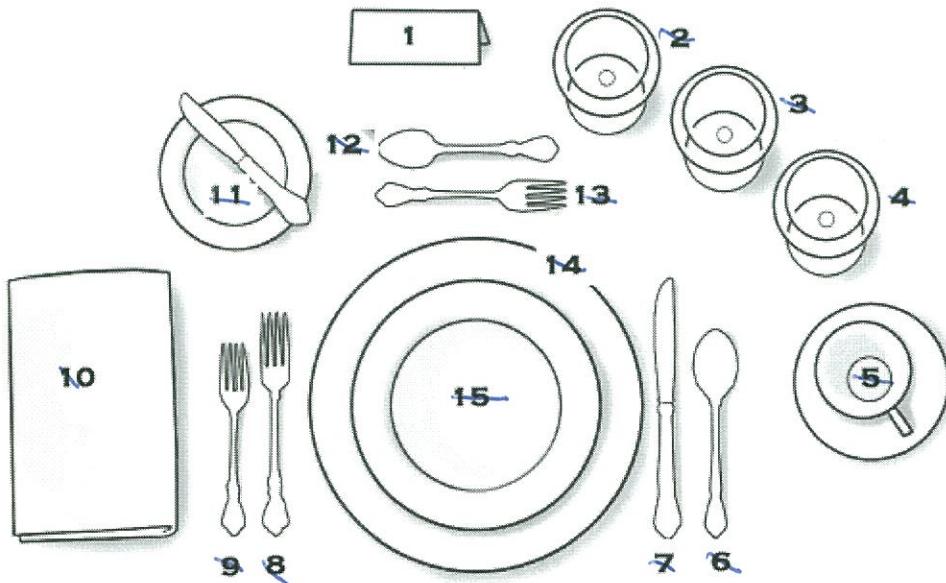
6) If you bring the wrong entrée to a guest what should you do?
 a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
 b) Inform the guests that you will bring the correct entrée once everyone else in the dinning room is served
 c) Try to convince 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

- ___ Scullery
- ___ Queen Mary
- ___ Chaffing Dish
- ___ French Passing
- ___ Russian Service
- ___ Corkscrew
- d ___ Tray Jack

- A. Metal buffet device used to keep food warm by heating it over warmed water
- 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)
- C. Used to hold a large tray on the dining floor
- D. Area for dirty dishware and glasses
- E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored
- F. Used to open bottles of wine
- G. Style of dining in which the courses come out one at a time

Servers Test



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>2</u>	Wine Glass (Red)
<u>13</u>	Dessert Fork	<u>9</u>	Salad Fork
<u>10</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>3</u>	Wine Glass (White)
<u>4</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? cream and sugar
- Synchronized service is when: service send time.
- What is generally indicated on the name placard other than the name? special plate.
- The Protein on a plate is typically served at what hour on the clock? 6: pm.
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? inform chef.