ASHLEY CHRISTINE BLACKWELL
9848 Tabor St, #104
Los Angeles, CA 90034
(305) 924-1368 (C)
acblackwell924@gmail.com

EDUCATION:

University of Southern California
Graduate School of Cinematic Arts
Department of Cinema & Media Studies (MA)
Certificate in the Business of Entertainment
August, 2014 – May 2016
(3.38 GPA)

University of Miami (FL)
College of Arts & Sciences
Psychology (BA), Minor in Film
May 2012
(3.52 GPA, Dean's List several semesters)

Gulliver Preparatory High School (Coral Gables, FL)
National Merit Scholarship Finalist
Perfect Score (800) on the Writing SAT
AP Scholar of Distinction
Recipient "Gold Key" Award, Scholastic Writing Competition
4-Time All-State Choralist

TEACHING ASSISTANT POSITIONS:

Teaching Assistant for Professor Laura Serna
Latin American Cinema, Fall Semester, 2014

Teaching Assistant for Professor Tom Kemper
Global Cinema Post WWII, Spring Semester, 2015

Readership for Professor Leonard Maltin
Theatrical Film Symposium, Spring and Fall Semesters, 2015

Teaching Assistant for Professor Bill Whittington
Film, Television, and Cultural Studies: Adaptations, Fall Semester, 2015

Teaching Assistant for Professor Leonard Maltin
Theatrical Film Symposium, Spring Semester 2016

TA Responsibilities Include: Teaching one class per week, including preparation for same; administering and grading midterms and final exams for content and grammar; holding office hours to address student concerns.

Readership Responsibilities Include: Administrative and organizational tasks for undergraduate film class; grading papers and exams.

EMPLOYMENT: Rush Street (Host/Server/Bartender)
9546 Washington Blvd
Culver City, CA 90232
July, 2016 – Present

Manage reservations and front desk at high volume hot spot in Downtown Culver City. Take drink/food orders and help guests to have a great experience while handling several tables at a time. Perform jobs that require multitasking on a daily basis, while providing excellent customer service.

Moving Picture Company (MPC) (New Business Assistant – Temp)
8921 Lindblade St.
Culver City, CA 90232
September 2016 – December 2016

Manage set-up for meetings with high profile clients at one of the top visual effects companies in the film and advertising industry. Take and organize notes from project meetings. Complete research projects for the Executive Producer, and compile data into Excel spreadsheets.

Seasons 52 (Server) – A Darden Restaurant
321 Miracle Mile
Coral Gables, FL 33134
June, 2012 – December, 2012

Work as part of a team of highly-trained service professionals in one of Coral Gables' most desirable restaurant establishments. Earned high marks in a rigorous training program and regularly receive compliments from management personnel and "secret shoppers" of my performance.

Tarpon Bend Raw Bar & Grill (Host and Server)
65 Miracle Mile
Coral Gables, FL 33134
February, 2010 – August, 2011 (various times) and
October 15, 2012 – March, 2013

Successfully completed a rigorous training program and worked as part of a team in a demanding work environment. Found creative solutions to problems and assisted in other tasks such as hostessing and training.

Perricone's Restaurant and Marketplace (Cashier)
15 SE 10th St.
Miami, FL 33131
August, 2009 – January, 2010

Responsible for answered phones, taking delivery orders, recording reservations, executing transactions with customers and recommending products at point of sale.

Multiple other part time service industry jobs while earning BA degree.

FILM ROLES:	Actress (Rena), *My Sexiest Year* (2007), starring Frankie Muniz, Harvey Keitel and Haylie Duff
Actress (Molly), *Boynton Beach Club* (2005), starring Dyan Cannon, Brenda Vaccaro and Sally Kellerman

HONORS AND ACHIEVEMENTS:	Co-Founder, Rearview Mirror Productions, a local theatre company that wrote, produced and performed original plays.
Recipient, Presidential Scholarship, University of Southern California.
UCLA's Intensive Theater Summer Program (2005)
Miami Children's Chorus (2001 – 2006), including tours of Austria, the Czech Republic, Great Britain and Wales
Miami Children's Theatre (*Les Mis*, *42nd Street*, *The Wiz*, *Chicago*, etc.)

COMMUNITY SERVICE:	Active fundraiser in "The Coble Wright Invitational - Scramble for A Cure," a charity golf tournament benefitting the South Florida Chapter of the Juvenile Diabetes Research Foundation (1999 - 2006).

SKILLS:	Strong verbal and written communication skills
Proficient in Microsoft Office
Adept at social media (Twitter, Instagram, Facebook, YouTube)
Willingness and ability to learn new skills quickly

REFERENCES:	Danny Sussman
Talent Manager, Brillstein Entertainment Partners
Part-Time Lecturer, USC
D.Sussman@bep-la.com
(213) 740-4432

Torrie Rosenzweig
Director of Events, Industry Relations, USC
Part-Time Lecturer, USC
trosenzweig@cinema.usc.edu
(213) 740-4432

Julian Levi
General Manager (Film Division)
Moving Picture Company (MPC)
julian-l@moving-picture.com
(310) 526-5815

Name Ashley Blackwell

Servers Test

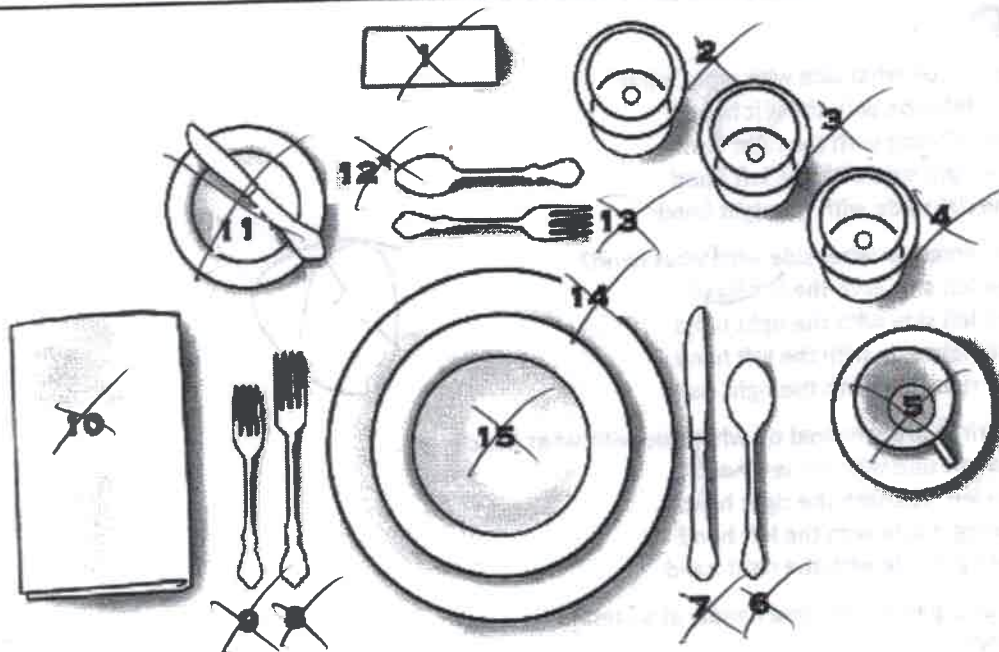**Score** /35

Multiple Choice

B 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

B 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 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

E Queen Mary

A Chaffing Dish

G French Passing

B Russian Service

F Corkscrew

C 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

Name **Ashley Blackwell**

Servers Test

Score **/ 35**

Match the Number to the Correct Vocabulary

10 Napkin

11 Bread Plate and Knife

12 Name Place Card

12 Teaspoon

13 Dessert Fork

6 Soup Spoon

15 Salad Plate

4 Water Glass

8 Dinner Fork

5 Tea or Coffee Cup and Saucer

7 Dinner Knife

2 Wine Glass (Red)

9 Salad Fork

14 Service Plate

3 Wine Glass (White)

Fill in the Blank

1. The utensils are placed __2 - 4__ inch (es) from the edge of the table.

2. Coffee and Tea service should be accompanied by what extras? _Cream/milk, sugar/sweetener, honey_

3. Synchronized service is when: _everything is coordinated to flow smoothly._

4. What is generally indicated on the name placard other than the name? _not sure_

5. The Protein on a plate is typically served at what hour on the clock? _3:00_

6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? _offer suggestions/check with kitchen/ provide them with specific menu (when applicable)_