

**Sonia Kane**

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433 Main Street

Middletown, NJ

07748

(602) 689-8364

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## EDUCATION

2008

### **Western International University, Phoenix, AZ**

*Candidate for Master of Public Administration*

2002

### **University of Phoenix, Phoenix, AZ**

*Bachelor of Business Management*

1999

### **Academy of Business College, Phoenix, AZ**

*Associate of Applied Legal Assistance*

## EXPERIENCE

2016 – Current

### **East Penn Financial Trust, Keansburg, NJ**

*Executive Assistance*

- Assist with Real Estate transactions
- Monitor Tenant work orders, rents, etc
- Assist with Tax filings
- Research

2001 - 2009

### **Oxford Life Insurance Company, Phoenix, AZ**

*Senior Regulatory Compliance Analyst*

- Analyze legal and regulatory issues for dissemination to Compliance Director
- Regularly monitor changes in federal and state regulatory environment
- Articulate timely executive recommendations regarding operational/profitability impact of potential changes in regulatory environment
- Investigate and address all policyholder, contract holder, producer, and Department of Insurance complaints
- Author comprehensive quarterly reports regarding complaint activity
- Communicate with state Departments of Insurance to secure approval of all required documents related to product filings
- Prepare, file, and track corporate reports (via SERFF if applicable) required by states across parent company and subsidiaries
- Compose letters, reports, corporate bylaws, articles of incorporation and minutes
- Act as liaison with all company divisions in preparing responses to subpoenas, information requests, and all applicable legal discovery

2004 - 2007

### **Burton, Leather & Associates, Phoenix, AZ**

*Paralegal, Executive Assistant*

- Contracted with family and bankruptcy law firm on a part-time basis
- Generated transcriptions of pleadings, motions, discovery responses, disclosure statements, memorandums, and general correspondence
- Utilized *Time Matters* software package in processing attorney billable hours

1998 - 2001

### **USA Managed Care Organization, Inc., Phoenix, AZ**

*Paralegal*

- Protected and maintained licenses for more than ten corporations by ensuring compliance with respective state requirements
- Prepared and processed timely filings for annual reports, unclaimed property requisitions, and merger and withdrawal transactions
- Managed corporate insurance and internal corporate filings

2/14  
Tues  
10 am

**ADDITIONAL  
INFORMATION**

- Certified Arizona Notary Public
- Earned Arizona Property and Casualty License
- Member, National Notary Association, Arizona Paralegal Association and Maricopa County Bar Association
- Proficient in all Microsoft Office applications, Westlaw Research, Adobe Acrobat, SERFF, QuarkXpress, InDesign, and First Class



# Interview Note Sheet

Name: <u>Senia Kane</u>	Interviewer: <u>J Peik</u>
Date: <u>2/14/17</u>	Rate of Pay: <u>\$13</u>
Position (s) Applied for: <u>Server</u>	Referred by: <u>Janine Dunaway</u>

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

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

## Relevant Experience & Summary of Strengths

- Currently Working for Realtor / Nanny M-F executive assistant - open this weekend
- Private Caterers in NJ during the summer - server
- Arizona - Phoenix Open Golf Tournaments Annually \* 1 hour travel max

P.O.S. Experience: Y / N details: \_\_\_\_\_

Transportation: Car Public Transit Carpool ( Rider / Driver )

Regions Available to work: North NJ South NJ Middletown Central NJ Jersey Shore

Certifications: TIPS Serv-Safe LEAD Other \_\_\_\_\_ Will Submit

Availability: Open AM only PM only Weekdays only Weekends only Sat/Sun - open  
 Details: AFTER 7

Uniforms: Bistro Black Bistro Tuxedo 1/2 Tuxedo Black Vest Long Black Tie  
 Chef Coat Chef Pants Knives Black Pants Non-Slip Shoes Bow Tie Other: \_\_\_\_\_

Would you recommend this applicant for Acares Academy? \_\_\_\_\_ Convention Candidates? \_\_\_\_\_ Other Languages Spoken: \_\_\_\_\_



## Servers Test

### 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
- B 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
- C 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

24/35

### Match the Correct Vocabulary

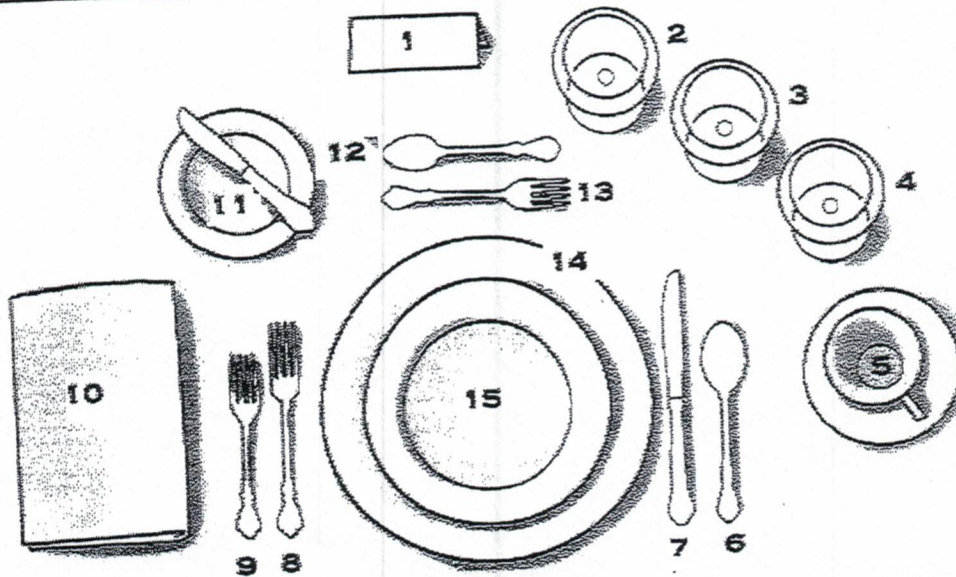
- D Scullery  
E Queen Mary  
A Chaffing Dish  
G French Passing  
D Russian Service  
F Corkscrew  
C Tray Jack

- 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 \_\_\_\_\_

## 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>9</u>   | Dessert Fork          | <u>13</u> | Salad Fork                   |
| <u>6</u>   | Soup Spoon            | <u>14</u> | Service Plate                |
| <u>15</u>  | Salad Plate           | <u>4</u>  | Wine Glass (White)           |
| <u>4</u>   | Water Glass           |           |                              |

### Fill in the Blank

- The utensils are placed @ 1 inch inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? sugar & cream
- Synchronized service is when: small meals are served
- What is generally indicated on the name placard other than the name? Table #
- The Protein on a plate is typically served at what hour on the clock? 6
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? inform chef