

# MILI TRAN

San Jose, CA 95128  
Mili.Tran@icloud.com  
(408) 666-6508

## **EXPERIENCE**

### **Starlite Ballroom**

San Jose, CA, Oct 2015 – Oct 2016

#### *Director of Operations*

- Supervised 3 employees to maintain administrative duties
- Implement new software training for staff members
- In charge of maintaining supplies for employees
- Interviewed potential candidates for positions in company
- Generated financial reports for management
- Learned QuickBooks to manage payroll and processed payments to staff and contractors
- Organized company documents, records, and reports for quick retrieval

### **StretchWorks**

Redwood City, CA, 2012 – Current

#### *Administrative Assistant/ Secretary*

- Read and analyze; incoming emails, client waivers, and reports in order to determine scheduling options, inputting into computer and filing forms
- Greet visitors
- Prepare responses to correspondence containing routine inquiries
- Perform general office duties such as ordering supplies, maintaining records management systems, and general accounting

### **United States Air Force**

Travis Air Force Base, CA, Mar 2009 – Current

#### *Diet Therapist/ Section Supervisor/ Booster Club member*

- Analyzed needs of patients with diabetes, cardiac complications, high blood pressure, and other special needs to design a diet specialized for each condition to help reverse effects or minimize the adverse conditional effects
- Perform monthly safety briefings/ spot inspections
- Annually train for deployment overseas
- Plan social events as booster club member

## **EDUCATION**

### **San Francisco State University**

San Francisco, CA, 2014 – May 2016

#### **Major: Philosophy with an emphasis in Law**

### **De Anza Community College**

Cupertino, CA, 2002 – 2005, 2011 – 2013

#### **A.A Liberal Arts with concentration in Behavioral Science**

### **United States Air Force**

Lackland, TX, Mar 2009

Completed technical training and received the certification of Diet Therapist. Continued specialized training at David Grant Medical Center, Travis Air Force Base.

## **REFERENCES**

Available upon request

中華人民共和國  
郵政部郵票發行局  
印製

وَالْمُؤْمِنُونَ الْمُؤْمِنُونَ الْمُؤْمِنُونَ الْمُؤْمِنُونَ الْمُؤْمِنُونَ

1990 年 10 月 1 日起施行。本办法施行前已订立的劳动合同，按本办法的规定执行。

Geplante Wiederherstellung der Flora und Fauna im Bereich der ehemaligen Schmelztalsperre, 1997

Geplante opname, 1977 beschikbaar.

## Prep Cooks Test

Score / 20

Multiple Choice (1 point each)

1) A gallon is equal to \_\_\_\_\_ounces

- a. 56
- b. 145
- c. 32
- d. 128

1 gal

8 oz 8 oz 8 oz 8 oz  
8 oz 8 oz 8 oz

$$\begin{array}{r}
 145 - 2 = 143 \\
 2 \overline{) 145} = 8 \%
 \end{array}$$

2) Mesclun are what type of vegetable?

- a. Roots
- b. Beans
- c. Salad Greens
- d. Spices

3) What does the term braise mean?

- a. Sear quickly on both sides
- b. Slowly cook in covered pan with little liquid
- c. Cook on high heat and quickly
- d. Slowly cook in simmering water

4) At what internal temperature must chicken be cooked so that it is safe to eat?

- a. 155 degrees F
- b. 165 degrees F
- c. 175 degrees F
- d. 185 degrees F

5) How do you blanche vegetables?

- a. Immerse for a short time in boiling water
- b. Cook lightly in butter over med heat
- c. Soak in cold water overnight
- d. Rub with salt before cooking

6) Which of the following ingredients would you pack before measuring?

- a. Olive Oil
- b. Salt
- c. Brown Sugar
- d. White Sugar

Flour

7) What is Al Dente?

- a. Firm but not hard
- b. Soft to the touch
- c. Very hard
- d. Very soft

8) Food should be left out no more than

- a. 2 hours
- b. 3 hours
- c. 4 hours
- d. 5 hours

C 9) Which is the improper way to thaw frozen food?

- a. In the fridge
- b. In a sink with cold water
- c. On the counter
- d. In the microwave

b 10) Which of the following can you use to put out a grease fire?

- a. Baking Soda
- b. Baking Powder
- c. Flour
- d. Water

d 11) What is the temperature range of the danger zone?

- a. 25-135
- b. 40-140
- c. 50-160
- d. 30-130

d 12) Which of the following is listed from smallest to largest?

- a. Dice, chop, mince
- b. Mince, chop, dice
- c. Chop, dice. Mince
- d. Mince, dice, chop

C 13) Which direction should pan handles be turned while cooking on the stove?

- a. Over the fire at all times
- b. Turned towards you for better control
- c. Turned towards the right or left at all times
- d. Over the countertop at all times

C 14) When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- c. Liquid
- d. Oil

b 15) Which spoon is used to remove fat from soups and stews

- a. Basting Spoon
- b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

b 16) Which of the following means to cook in a small amount of fat?

- a. Season
- b. Sauté
- c. Broil
- d. Boil
- e. Fry

a

17) What is a Julien cut?

- a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8' dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

C

18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill

**Fill-in the Blank** (1 point each)

19) Salt & Pepper are the basic seasoning ingredients for all savory recipes.

20) Dice?: to cut into very small pieces when uniformity of size and shape is not important.

Mince ~ Cross chopping

rough chop

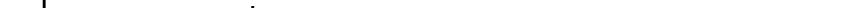


## Cashier Test

**Score / 15**

- 1) A roll of quarters is worth?

- a) \$5.00
  - b) \$10.00**
  - c) \$15.00
  - d) \$20.00

$A_g = 1.8$  

$$14/15 = 93$$

- 2) A roll of dimes is worth?

- a) \$5.00
  - b) \$4.00
  - c) \$3.00
  - d) \$2.00

- 3) A roll of nickels is worth?

- a) \$8.00
  - b) \$6.00
  - c) \$4.00
  - d) \$2.00

- 4) A roll of pennies is worth?

- a) \$1.00
  - b) \$0.75
  - c) \$0.50
  - d) \$0.25

- 5) What does POS stand for?

- a) Patience over standards
  - b) Percentage of sales
  - c) Point of sales
  - d) People over service

875

- 6) What is the current sales tax rate in your city

Santa Clara

- 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?

- a) \$4.06
  - b) \$2.06
  - c) \$7.06**
  - d) \$5.06

$$\begin{array}{r}
 1.25 \\
 .90 \\
 .79 \\
 \hline
 3.94
 \end{array}$$

- 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

- a) \$19.50  
**b) \$14.50  
c) \$9.50  
d) \$4.50**

10.50	21.00	50.00
10.50	+ 14.50	- 35.50
7.25	<hr style="border-top: 1px solid black; border-bottom: none; border-left: none; border-right: none; margin: 0; padding: 0; width: 100%; height: 1px; display: inline-block; vertical-align: middle;"/>	<hr style="border-top: 1px solid black; border-bottom: none; border-left: none; border-right: none; margin: 0; padding: 0; width: 100%; height: 1px; display: inline-block; vertical-align: middle;"/>
7.25	35.50	14.50

- 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- a) \$6.00
  - b) \$8.00
  - c) \$10.00
  - d) \$12.00

$$\begin{array}{r}
 3.75 \\
 - 4.05 \\
 \hline
 8.80
 \end{array}
 \quad
 \begin{array}{r}
 20 \\
 - 8 \\
 \hline
 12
 \end{array}$$

- 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back? 37.50

- a) \$78.50
  - b) \$58.50
  - c) \$38.50
  - d) \$28.50

3.75      7.50  
3.75      2.50  
1.25      5.00  
1.25      5.00  
2.50  
2.50

each, two cookies at \$2.50 each and tw  
k? 3.75 99  
3.75 100 . 00  
1.25 -21 50  
1.25  
2.50  
2.50  
3.75  
3.75  

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78.50 TEST\_Cashie

**Cashier Test**

**Score / 15**

a 11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

b 12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

**Question & Answer:**

13) What is the minimum age for legal alcohol purchases? 21

14) What are the acceptable forms of ID for alcohol purchases? CA / Military / Passport / Drivers <sup>10</sup>  
License

15) How many \$20 bills are in a bank band? 20 100

- 1

**Servers Test**

**Multiple Choice**

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

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

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

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

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

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 C Scullery

E G Queen Mary

A A Chaffing Dish

B E French Passing

G B Russian Service

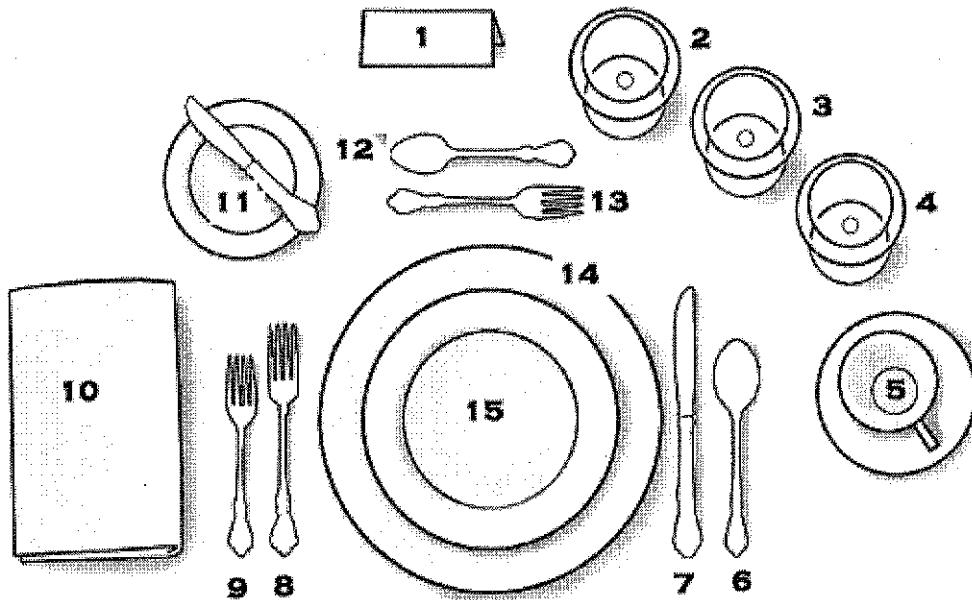
F F Corkscrew

C 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**

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>13</u>	Dessert Fork	<u>9</u>	Salad Fork
<u>6</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>2</u>	Wine Glass (White)
<u>4</u>	Water Glass		

**Fill in the Blank**

1. The utensils are placed 5 inches 1 inch inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? cream and sugar
3. Synchronized service is when: Same timing - in Sync all plates are served at the Table # meal choice same time
4. What is generally indicated on the name placard other than the name? 0.5
5. The Protein on a plate is typically served at what hour on the clock? 6-7 PM time
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Offer an a menu that has Gluten-free or Veg. options or verbally tell them.
- inform the kitchen (chef)  
or notify your captain
- 7.5

**Bartenders Test**

**Score / 35**

**Multiple Choice (6 points)**

b 1) Carbonation \_\_\_\_\_ the rate of intoxication.

- a) Slows down
- b) Speeds up
- c) Does nothing to

$20/35 = 57\%$

a 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

b 3) You can accept an expired ID as long as all other information is correct.

- a) True
- b) False

b 4) If someone has had too much to drink, serving them coffee will help sober them up.

- a) True
- b) False

(The body needs time to sober up) More water and frequent stops to the bathroom will help.

d 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 ~ B.C has to have I.D too
- d) A & B
- e) A, B & C

b 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

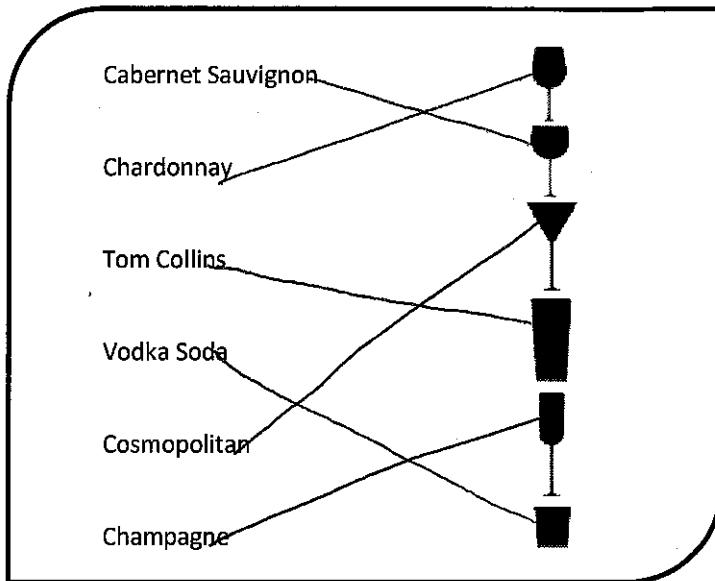
- C h "Straight Up"
- F e Shaker Tin
- I c "Neat"
- A a Muddler
- B b Strainer
- E f Jigger
- G g Bar Mat
- D d "Float"
- H i "Back"

- 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  $\frac{1}{2}$  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

- 6

**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): Glenfiddich, Jim Beam, Grey Goose

What are the ingredients in a Manhattan? Can't recall vermouth, whiskey, bitters (cherry garnish)

What are the ingredients in a Cosmopolitan? Cherry, vodka, vodka, triple sec, cran juice, lime

What are the ingredients in a Long Island Iced Tea? Tea, vodka, gin, triple sec, rum, tequila, gomme syrup

What makes a margarita a "Cadillac"? At Can't remember grand marnier float lemon juice, splash of cointreau

What is simple syrup? Sweetener to add Sweetness to drinks like Midori Sour sugar dissolved in water

Is it legal to pour liquor from one bottle into another? What is this called? (2 points)

1 NO - cross contamination? marrying of liquor

What should you do if you break a glass in the ice? Alert All Staff Members & manager, close off ice chest and find replacement

When is it OK to have an alcoholic beverage while working? NO

What does it mean when a customer orders their cocktail "dirty"? Not Sure add olive juice

What are the ingredients in a Margarita? Margarita mix, Salt (tortilla), tequila, sweet & sour, Cointreau

→ melt all the ice w/ warm water, clean up the glass

**NOTICE TO EMPLOYEE***Labor Code section 2810.5***EMPLOYEE**Employee Name: MILITRANStart Date: 3/13/17**EMPLOYER**Legal Name of Hiring Employer: S.E Scher

Is hiring employer a staffing agency/business (e.g., Temporary Services Agency; Employee Leasing Company; or Professional Employer Organization [PEO])?  Yes  No

Other Names Hiring Employer is "doing business as" (if applicable):

Acrobat Outsourcing

Physical Address of Hiring Employer's Main Office:

665 Third St. Suite 415, San Francisco, CA. 94107

Hiring Employer's Mailing Address (if different than above):

Hiring Employer's Telephone Number: 415-431-8826

If the hiring employer is a staffing agency/business (above box checked "Yes"), the following is the other entity for whom this employee will perform work:

Name: \_\_\_\_\_

Physical Address of Main Office: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**WAGE INFORMATION**Rate(s) of Pay: \$115; 14.50 Overtime Rate(s) of Pay: 22.50 21.75Rate by (check box):  Hour  Shift  Day  Week  Salary  Piece rate  Commission Other (provide specifics): \_\_\_\_\_Does a written agreement exist providing the rate(s) of pay? (check box)  Yes  NoIf yes, are all rate(s) of pay and bases thereof contained in that written agreement?  Yes  No

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances):

(If the employee has signed the acknowledgment of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)

Regular Payday: FRIDAY

## WORKERS' COMPENSATION

Insurance Carrier's Name: Intego USA Inc. dba Intego Insurance Brokers

Address: 1 State Street Plaza, 9<sup>th</sup> floor, New York, NY. 10004

Telephone Number: 212-295-5440

Policy No.: LDC4042609 AOS

Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure: \_\_\_\_\_

### PAID SICK LEAVE

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
  1. requesting or using accrued sick days;
  2. attempting to exercise the right to use accrued paid sick days;
  3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
  4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice: (Check one box)

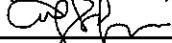
1. Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.
2. Accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §246.
3. Employer provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.
4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): \_\_\_\_\_

### ACKNOWLEDGEMENT OF RECEIPT

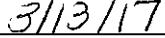
(Optional)

Erika Komatsu

(PRINT NAME of Employer representative)



(SIGNATURE of Employer Representative)



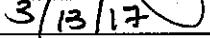
(Date)

Hilma

(PRINT NAME of Employee)



(SIGNATURE of Employee)



(Date)

The employee's signature on this notice merely constitutes acknowledgement of receipt.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.