

# Christopher Balan

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(213) 399-9595 • ataris476@gmail.com

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## **SUMMARY OF SKILLS**

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Punctual, fast learner with excellent attention to detail  
Self-motivated and able to complete tasks with little supervision  
Gets along well with all types of people  
Works well from written and verbal instructions, individually or as part of a team  
Able to take direction, communicate effectively and complete tasks in a timely manner

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## **EMPLOYMENT HISTORY**

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### **Server**

Chiguacle, Sabor Ancestral de Mexico, Los Angeles, CA

August 2016 – Present

- Informed customers of daily specials.
- Explained how various menu items were prepared, describing ingredients and cooking methods.
- Stocked service areas with supplies such as coffee, food, tableware, and linens.
- Filled salt, pepper, sugar, cream, condiment, and napkin containers.
- Escorted customers to their tables.
- Explained and described wines to customers.
- Checked with customers to ensure that they were enjoying their meals and took action to correct any problems.
- Collected payment from customers.
- Wrote patrons food orders on order slips, memorized orders, and entered orders into computers for transmittal to kitchen staff.
- Served food and beverages to patrons; prepared and served specialty dishes at tables as required.

### **Room Service & Server**

Sheraton Riverwalk Hotel, Tampa, FL

March 2011 – June 2015

- Served meals to guests in their rooms.
- Carried silverware, linen and food on tray, or used cart.
- Removed equipment from rooms.
- Tendered cash and cleaned house on a daily basis.

### **Computer Sales**

Best Buy, Tampa, FL

October 2009 – February 2011

- Prepared sales slips and sales contracts.
  - Described merchandise and explained use, operation, and care of merchandise to customers.
  - Recommended, selected, and helped locate and obtain merchandise based on customer needs and desires.
  - Inventoried stock and requisitioned new stock.
  - Placed special orders and called other stores to find desired items.
  - Greeted customers and ascertained what each customer wanted and needed.
  - Maintained knowledge of current sales promotions and policies regarding payment and exchanges, as well as security practices.
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## **EDUCATION and PROFESSIONAL DEVELOPMENT**

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### **High School Diploma**

Wharton High School, Tampa, FL

2006

### **Computer Science**

Pasadena City College, Pasadena, CA

2018

# Christopher Balan

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## SUMMARY OF SKILLS

Functional, fast learner with excellent attention to detail.  
Self-motivated and able to complete tasks with little supervision.  
Gets along well with all types of people.  
Works well from written and verbal instructions, individually or as part of a team.  
Able to take direction, communicate effectively and complete tasks in a timely manner.

## EMPLOYMENT HISTORY

### Server

Chickadee, Sabar / Restaurant de Mexico, Los Angeles, CA

August 2010 - Present

- Informed customers of daily specials
- Prepared low-volume menu items were prepared, describing ingredients and cooking methods
- Stocked service areas with supplies such as coffee, food, linens, and beverages
- Filled salt, pepper, sugar, cream, condiment, and napkin containers
- Facilitated customers to their tables
- Explained and described wines to customers
- Checked with management to ensure that they were enjoying their meals and took action to correct any problems
- Collected payment from customers
- Wrote patron food orders on order slips, rechecked orders, and entered orders into computer for processing
- Served food and beverages to customers and maintained quality of food

### Room Service & Server

Weston Rosewood Hotel, Tampa, FL

March 2011 - June 2011

- Served meals to guests in their rooms
- Carried linens, linens and food on tray, or used cart
- Restocked equipment from rooms
- Collected cash and returned house on a daily basis

### Computer Sales

Best Buy, Tampa, FL

October 2009 - February 2011

- Provided sales tips and sales assistance
- Described a variety of products and explained use, operation, and care of merchandise to customers
- Recommended, selected, and helped locate and obtain merchandise based on customer needs and desires
- Introduced stock and replenished new stock
- Placed special orders and called other stores to find desired items
- Greeted customers and assisted with cash customer wanted and needed
- Maintained knowledge of current sales promotions and policies regarding payment and exchanges, as well as security practices

## EDUCATION and PROFESSIONAL DEVELOPMENT

High School Diploma

Weston High School, Tampa, FL

Computer Science

Parsons City College, Pasadena, CA

2008

2008



Name Christopher Baker

**Servers Test**

Score / 35

**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 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

**Match the Correct Vocabulary**

D ~~B~~ Scullery

E Queen Mary

A Chaffing Dish

B French Passing

G 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

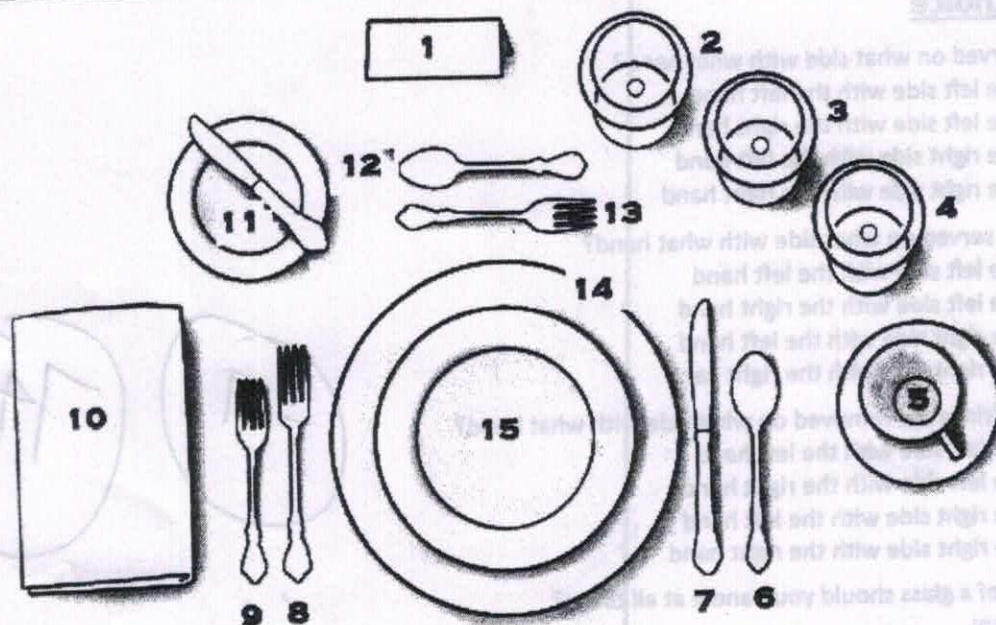
~~G~~ Style of dining in which the courses come out one at a time



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>2</u>  | Dinner Knife                 |
| <u>12</u> | Teaspoon              | <u>3</u>  | Wine Glass (Red)             |
| <u>13</u> | Dessert Fork          | <u>4</u>  | Salad Fork                   |
| <u>6</u>  | Soup Spoon            | <u>14</u> | Service Plate                |
| <u>15</u> | Salad Plate           | <u>7</u>  | Wine Glass (White)           |
| <u>2</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? Tea or coffee cup and saucer
- Synchronized service is when: All team members work efficiently and coordinated.
- What is generally indicated on the name placard other than the name? Party number, meal choice
- The Protein on a plate is typically served at what hour on the clock? 7 bpm
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Explain options available, take notes