

BINIAM TENSAEW

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EDUCATION

1999–2004 California State University, Long Beach

- Bachelors of Science in Business Administration, Finance

Objective: Seeking a position in the related work experience with an opportunity for growth:

- Accounts Receivable/Payable ▪ Billing & Collection
- Coordination ▪ Audio Visual/ Lighting

CAREER PROGRESSION

2009–Present LUXE HALLS
Ontario, CA

Event Coordinator/Manager

- Give tours of banquet hall and pricing information
- Planning & organizing all practical aspects of events i.e. catering, audio visual, room set up, security & cleaning
- Maintained liaison with caterers, vendors, and managers
- Liaise and negotiate with suppliers such as florists and external caterers
- Taking provisional bookings & obtaining written confirmation
- Set up audio visual/DJ equipment

2006–2008 Fox Television Stations
Los Angeles, CA

Account Receivable/ Billing Clerk

- Insured daily broadcast logs are correctly posted, edited, clustered, reconciled for the network
- Generated monthly invoices, make final billing adjustments and mail to clients, applied credit/debit memos, refunds, reconciled, researched, and resolved client's account
- Accounts receivable, daily cash application, monthly accounting closing, journal entry
- Edit new client reports, update and maintain files
- Distributed Financial reports to sales and upper management, maintained and secured financial records

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

D 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

Match the Correct Vocabulary

P 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

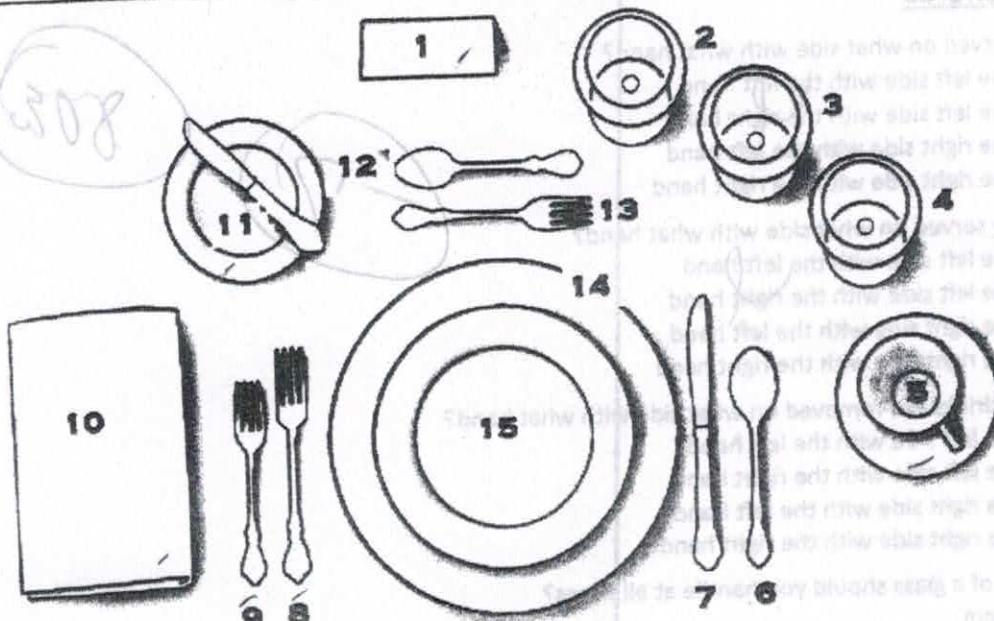
D. Area for dirty dishware and glasses

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

Servers Test



Match the Number to the Correct Vocabulary

10 Napkin

11 Bread Plate and Knife

1 Name Place Card

12 Teaspoon

13 Dessert Fork

14 Soup Spoon

15 Salad Plate

2 Water Glass

8 Dinner Fork

5 Tea or Coffee Cup and Saucer

7 Dinner Knife

3 Wine Glass (Red)

9 Salad Fork

11 Service Plate

4 Wine Glass (White)

Fill in the Blank

1. The utensils are placed _____

10 inch (es) from the edge of the table.

2. Coffee and Tea service should be accompanied by what extras? Cups, napkins

3. Synchronized service is when: Dinner starts

4. What is generally indicated on the name placard other than the name? table #

5. The Protein on a plate is typically served at what hour on the clock? 3 o'clock

6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?

Notify chef