

KATELYN JACKSON

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A creative, energetic and results-focused entertainment professional seeking a job in hosting and/or serving.

CORE COMPETENCIES

- | | | |
|---------------------------------|---|--|
| • Marketing & Promotions | ☐ Customer Service | ☐ Social Media Management |
| ☐ Server | ☐ Host | ☐ Retail |

PROFESSIONAL EXPERIENCE

Radio One WHHH 106.7FM

Indianapolis, IN
August 2016- August 2017

Board Operator

- Ensure the proper airing volume resolution etc. of all radio programs
- Play on-air commercials with correct timing
- Make suggestions to supervisors on how systems can be improved
- Train new employees on set-up tear-down and use of audio equipment
- Track and report on ratings and listeners
- Record programs for re-broadcast or sale

Logans Steakhouse

Nashville, TN
May 2015-July 2016

Host/Server

- Preparing restaurant tables with special attention to sanitation and order
- Attending to customers upon entrance to the restaurant
- Presenting menus, serving and helping customers select food/beverages

Vision Event Planning & Design

Nashville, TN
August 2012 -May 2014

Host/Server

- Preparing room for dining by clothing tables and setting decorations, condiments, candles, napkins, service plates, and utensils.
- Protecting establishment and patrons by adhering to sanitation, safety, and alcohol beverage control policies.
- Helps patrons select food and beverages by presenting menu
- Transmit orders to bar and kitchen by recording patrons' choices; identifying patrons' special dietary needs and special requests.
- Keeps kitchen staff informed by noting timing of meal progression.

ACTIVITIES & DISTINCTIONS

Global Languages: English (native) and Spanish (basic)

Community: Volunteer Martindale Brightwood CDC, Hands on Nashville, New Life Worship Center Food Pantry and Youth Ministry, Tennessee State Youth Mentor, Trinity House Academy Mentor, Member of Delta Sigma Theta Inc. and Love You Like a Sister Inc. CEO of KoolKid Nation Inc.

Technical: Microsoft Office Suite, Adobe Premiere/CC suite, Protocols and Avid Media Composer, Sales program

EDUCATION

TENNESSEE STATE UNIVERSITY

Bachelors of Science, Mass Communication Marketing
Honor Roll: 3.0 GPA

Nashville, TN
December 2015

NORTH CENTRAL HIGH SCHOOL
High School Diploma, Telecommunications Program

Indianapolis, IN
May 2011

REFERENCES

References available upon request

Name Katelyn Jackson**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

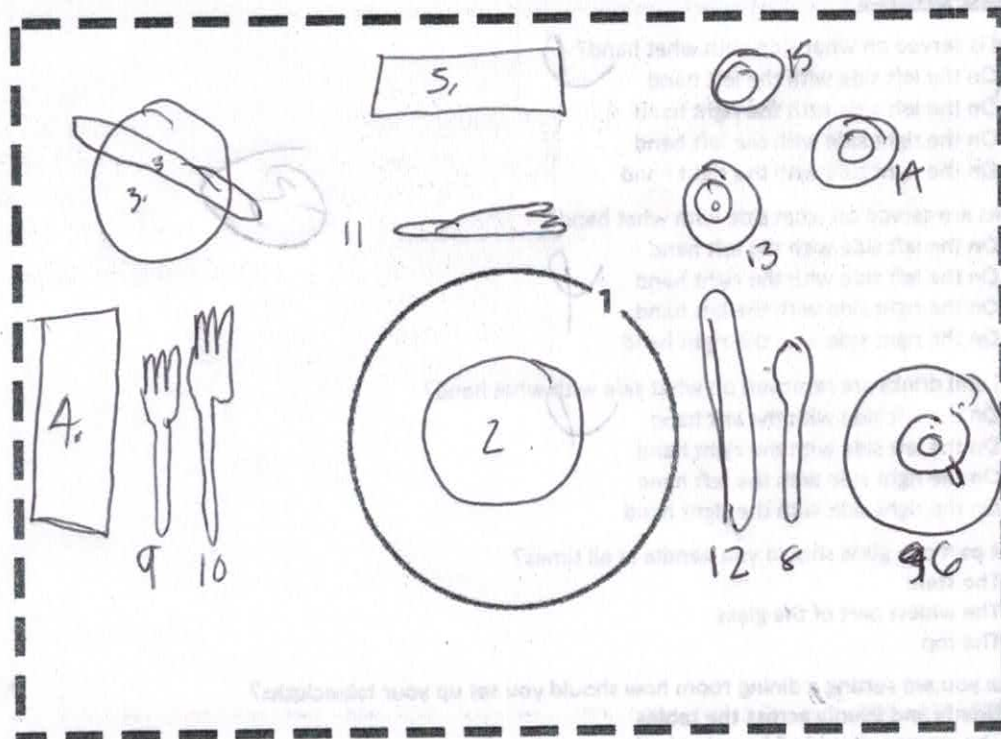
6) If you bring the wrong entrée to a guest what should you do?

- 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 VocabularyD SculleryE Queen MaryA Chaffing DishB French PassingG ~~B~~ Russian ServiceF CorkscrewC ~~E~~ Tray JackA. Metal buffet device used to keep food warm by heating it over warmed waterB. 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 floorD. Area for dirty dishware and glassesE. Large metal shelving unit for prepared food to be held or for dirty trays to be storedF. Used to open bottles of wineG. Style of dining in which the courses come out one at a time

Name _____
Servers Test

Score / 35



Draw a formal place setting containing all of the following:

- | | | |
|----------------------------|------------------|----------------------|
| 1. Service Plate | 7. Teaspoon | 13. Water Glass |
| 2. Salad Plate | 8. Soup Spoon | 14. Red Wine Glass |
| 3. Bread Plate & Knife | 9. Salad Fork | 15. White Wine Glass |
| 4. Napkin | 10. Dinner Fork | |
| 5. Name Place Card | 11. Dessert Fork | |
| 6. Tea/Coffee Cup & Saucer | 12. Dinner Knife | |

Fill in the Blank

- The utensils are placed _____ inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Sugar, cream
- Synchronized service is when: at the same time
- What is generally indicated on the name placard other than the name? The graph name
- 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?
take note and tell the chef