

**Kathleen S. Abbott**

### Objective:

To join a team environment where my experience in quality assurance, assembly, inspection, production and time management can be best utilized.

### Work Experience:

## Measurement Analyzer Systems

Chino, CA 1995 - 1997

### *Inspector*

Worked on projects on an as needed basis. Job responsibilities included:

Inprocess inspection of power and signal wiring, hydraulic piping and tubing to multiple specification and final inspection for customer approval within a timed schedule.. Working as a liaison between engineering and production department, creating and prioritizing discrepancy lists and delegated repairs to production personnel.

### **Ariel Transport Service, Inc.**

Fontana, CA 1991 - 1995

## *Office Manager*

## Accounting

Accounts payable / receivables, collections, quarterly payroll tax and bank deposits.

## Project Management

Resource management, time management, dispatching, familiar with office procedures, local deliveries,

## Technical Support

Repair office equipment, upgrade hardware/software for IBM PC-compatible computers, install programs, print drivers, and troubleshoot dot matrix printers.

## Rockwell International, Inc.

Anaheim, CA 1984 - 1988

### *Inspector/Assembler*

Work to NASA certified soldering on GPS (Gyro Propelled Satellite), Trident Submarine Missile Control Panel programs. Hands on experience with blueprints, schematics, assembling hardware, panel wiring, and wiring harnesses. Reworked and inspected MRB material to meet original specifications.

## Education

Net 10 Technologies, Inc. 1997

#### **AT Certified Hardware Technician Program**

### Certificate of Completion

### Certification:

ANSI/I-STD-001B Inspector June 1997



### Multiple Choice

A

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

D

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

b

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 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

Scullery

C

Queen Mait

A

Chaffing Dish

G

French Passing

B

Russian Service

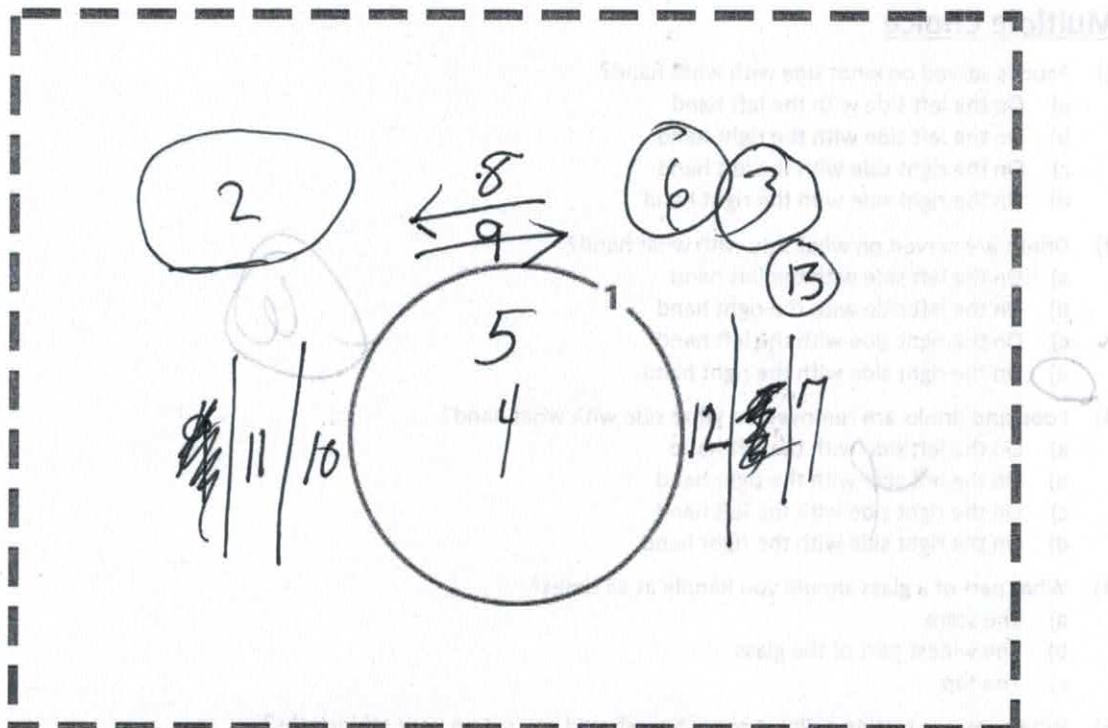
F

Corkscrew

E

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



**Draw a formal place setting containing all of the following:**

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

**Fill in the Blank**

1. The utensils are placed 6 1/2 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? water / cream / sugar
3. Synchronized service is when: in sequence
4. What is generally indicated on the name placard other than the name? party name
5. The Protein on a plate is typically served at what hour on the clock? NOON
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Note it