

ADRIANA AVILES

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Career Focus

Recently moved from Virginia, now living in Los Angeles, CA. A very detailed-oriented student with strong technical skills and the ability to learn concepts quickly. Ambitious and eager with excellent research, time management, and problem solving skills.

Education: Northern Virginia Community College, current student
AA Liberal Arts, International Studies

Gar-Field SR High School, 2010
Woodbridge, VA

Work Experience:

Program Coordinator

NTS Unitek Centreville, Virginia

04/2016- 08/2017

- Monitors and administers program/project revenues and expenses.
- Provide administrative support in the development, marketing of the program with customer Lockheed Martin
- Liaison between staff and customer on day-to-day programmatic, operational and administrative issues, special projects and problem solution,
- Generate seven different bills to subsidiaries within Lockheed Martin Corporation.

Waitress

03/2017- 08-2017

Glory Days Burger & Grill Manassas, VA

- Took care of customers' orders
- Tried to upsell as much as I could especially when there were promotion or new food items
- Made sure food and drinks came out on time.

Analyst

I4Now Solutions Falls Church, Virginia

09/2015-03/2016

- Contract with the United States Department of Agriculture
- Part of the Intake team, run reports and initiates corrective action as necessary to ensure accuracy and completeness of administrative information.
- Carry out inspections on incoming material to verify validity of content
- Received Inbound and made outbound calls when needed.
- Sent call reports to escalate problems
- Sent information packages to customers who request and who want to apply for the SNAP Program

Retail Sales Consultant
AT&T Alexandria, Virginia

08/2014-09/2015

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- Manage service inquires and sales
- Attain sales objectives and customer service

Waitress
04-2014

01/2014-

Cheeseburger in Paradise Woodbridge, VA

- Took care of customers' orders
- Tried to upsell as much as I could especially when there were promotion or new food items
- Made sure food and drinks came out on time.

Administrative Assistant
Department of Tax Administration, Fairfax, Virginia

08/2012-08/2013

- Processed and balanced expenses; prepared property tax receipts for deposits, business license fees and general collection payments
- Assisted with the processing of personal property tax filing, to include business licenses
- Managed the IAS World System; iNovah system; Telnet system, Vita system, and IAS 4.0 systems for accuracy and database control
- Managed and verified taxpayer transactions for accuracy

NIV – IV Visa Applicant Specialist 2/QS-3
CoTS Inc., Fairfax, Virginia

05/2011-06/2012

- Consolidated, prepared and drafted official Visa inquiries to pertinent embassies
- Prepared and assisted with embassy appointment scheduling
- Compiled, routed, disseminated, and filed VISA inquiries to accurate Lawyers
- Answered general inbound/outbound calls

Sales Associate
Guess? Inc, Woodbridge, Virginia

10/2010-05/2011

- Assisted with retail inventory and shipping of merchandise
- Responsible for opening/closing of store
- Accountable for handling of register monies

Additional Training/Skills:

- Certificate Global Support Strategies for Visa Services Contract
- Microsoft Office
- Fluent in English/Spanish
- Multi-tasking
- Typing 55-57 WPM
- Planning/Coordinating
- Excellent communication skills

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 VocabularyA Scullery E Queen MaryD Chaffing Dish G French PassingB Russian ServiceF CorkscrewC  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