

Brianna Pratt

East Orange, NJ

briannapratt28_wrw@indeedemail.com - 8622429486

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Event Staff

Hospitality Staffing - Woodbridge, NJ - 2017-07 - Present

Accountant Assistant

C.W Associates - East Orange, NJ - 2014-08 - Present

Trustworthy Accountant with over four years in financial statement preparation and general ledger activity. I am Highly analytical, results-driven tax accounting specialist who works quickly and accurately under tight deadlines. Also I have extensive knowledge of ATX 2014-2016. Ambitious and self-motivated Tax Accountant with exceptional research and qualitative abilities. Fiscal budgeting and forecasting expert. Focused on honoring company ethics and preserving confidentiality. I am Certified accountant with three years experience working for CPA firm providing audit, tax and other financial services.

Utility Worker

Morris County College - Township of Randolph, NJ - 2017-09 - 2017-10

Dishwasher/Food Prep

Colgate Palmolive - Piscataway, NJ - 2017-09 - 2017-09

Server and Deli

Maplewood Grille - Maplewood, NJ - 2017-06 - 2017-08

Counter Person

Brighton Grill - Montclair, NJ - 2017-01 - 2017-05

Server , Prepared food , Make milkshakes , Cashier , make drinks , and clean counter when done.

Host/Busser/Food Runner

Applebees - East Hanover, NJ - 2016-10 - 2016-12

Meeting, Greeting, and Seating guests

Customer Service

Data Entry

Managerial Assistance

Teacher Aid

Creative Concepts - Maplewood, NJ - 2015-06 - 2015-09

Promoted good behavior by using the positive reinforcement method.

Promoted language development skills through reading and storytelling.

Assisted the lead teacher with snack time, arts and crafts and putting the children down for naps.

Kept classrooms clean by sterilizing and disinfecting children's toys and surfaces. Organized small groups of children while transitioning to and from outdoor play.

Dressed children and changed diapers.

10/26/17

can get around
public transportation
gets rides

Dishwasher

Cook
Server

Interview

10/28/17 => 10 AM

pratt. brianna18
@gmail.com

Communicated regularly with parents about daily activities and behaviors.
Offered parents detailed daily reports that outlined their child's day.
Maintained daily records of children's individual activities, behaviors, meals and naps. Addressed behavioral and learning issues with parents and daycare management staff. Maintained a child-friendly environment

EDUCATION

Still Continuing in Patient Care Technician

Berkeley College - Newark, NJ

2016-09 - 2018-05

Highschool Diploma

Stem Academy Highschool

2012-09 - 2015-06

SKILLS

Customer Service, Organizational Skills, Fast Learner, Multitasking, Computer skills, Microsoft Word, Client Service, Staff Development, Meeting Planning, CPR, Filing, Typing, Receptionist, Medical Terminology, Data Analysis, Data Entry, Sales, Accounting, Cashier

CERTIFICATIONS/LICENSES

Basic Life Support (BLS)

2016-01 - 2019-11

Interview Note Sheet

Applicant Information

Name: <u>Brianna Pratt</u>	Interviewer: <u>Jo Paik</u>
Date: <u>10/28/17</u>	Rate of Pay: <u>\$13, \$11</u>
Position (s) Applied for: <u>Server, Dishwasher</u>	Referred by: <u>Indee</u>

Test Scores

Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service

Hospitality Staffing

07/17 - current

- does not like them, they do not treat people nicely.
- they favoritize and are unfair.

Accountant Assistant

CW Associates

2014 - current

only works here on Sat's.

Travel up to 30 min.

Colgate Palmolive

- Dish/Prep

- location too far

- Piscataway

P.O.S. Experience: Y / N details: _____

Transportation

Car

(Public Transit)

Carpool (Rider) / Driver)

Regions Available to work:

North NJ

South NJ

(Central NJ)

East Orange Jersey Shore

Certifications (if any)

TIPS

Serv-Safe

LEAD

Other

CPR

Will Submit

Availability

Open

(AM only)

PM only

Weekdays only

Weekends only

Details:

M-F

Sun (5pm start)

Uniforms Owned:

(Bistro)

(Black Bistro)

(Tuxedo)

1/2 Tuxedo

(Black Vest)

(Long Black Tie)

Chef Coat

Chef Pants

Knives

(Black Pants)

(Non-Slip Shoes)

Bow Tie

Other: _____

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

Servers Test

Multiple Choice

- D 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
- A 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
- C 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
- B 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
- A 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

23/35
66%

Match the Correct Vocabulary

D Scullery

E Queen Mary

A Chaffing Dish

G French Passing

B Russian Service

F Corkscrew

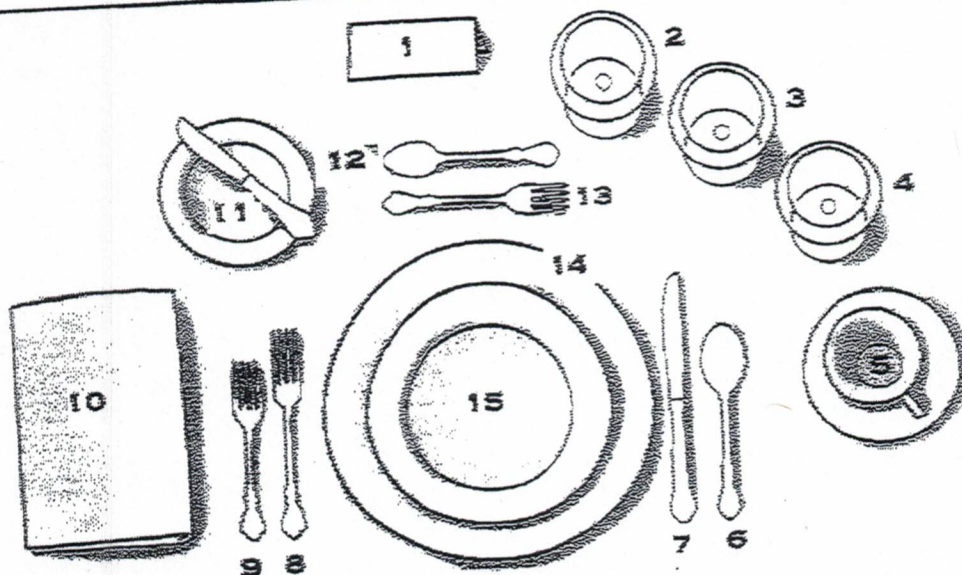
C Tray Jack

- 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

Name _____

Score / 35

Servers Test



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>7</u>	Dinner Knife
<u>12</u>	Teaspoon	<u>4</u>	Wine Glass (Red)
<u>13</u>	Dessert Fork	<u>9</u>	Salad Fork
<u>6</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>3</u>	Wine Glass (White)
<u>2</u>	Water Glass		

Fill in the Blank

1. The utensils are placed four inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? sugar
3. Synchronized service is when: each table serves at the same time.
4. What is generally indicated on the name placard other than the name? _____
5. The Protein on a plate is typically served at what hour on the clock? begin
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
Inform the cook and floor manager that you need a gluten free or something else