

May W. Yip  
5045 Lincoln Avenue, Los Angeles, CA 90042 \* (323) 542-3858 \* [yipm80@hotmail.com](mailto:yipm80@hotmail.com)

---

**OBJECTIVE** Ambitious chef seeking to contribute culinary talents and efforts in the advancement and profitability of a restaurant or catering company that offers room for growth

#### **SKILLS**

- \* Guest services and hospitality skills
- \* Computer software proficiency: Microsoft Office applications (including Word, Excel, PowerPoint), Photoshop, Dreamweaver, QuickBooks, FileMaker
- \* Typing Speed: 55 words per minute
- \* Interpersonal and communication skills
- \* Analytical, critical thinking and creative problem solving skills
- \* Conceptual planning and strategy development skills
- \* Organizational, resourceful and multi-tasking skills
- \* Ability to work alone or as part of a team

#### **PROFESSIONAL EXPERIENCE**

##### **Food Service**

- \* Prepare and serve food during meal periods for dinner parties and special functions
- \* Make purchasing decisions (food, paper goods, supplies) while keeping within budget
- \* Create menu schedules for the week that appeal to clientele and fit within budget
- \* Serve beverage and food and remove dishes at the end of each course
- \* Regularly checked on guests to ensure satisfaction with each food course
- \* Assist Sous Chef with preparing and plating food for events with as many as 2100 attendees

##### **Customer Service**

- \* Liaised with customers, clients and publishers to establish strong rapport
- \* Interacted with guests to enhance their dining experience while staying alert to their needs and providing excellent guest service.

##### **Designing**

- \* Sourced materials from local and international suppliers
- \* Design and create sashes and accessories
- \* Stylize backdrop and photography products for website and marketing materials
- \* Work directly with customers to convert their ideas into an attractive design.

##### **Business Administration/Management**

- \* Organized and executed all day to day administrative and accounting operations
- \* Create listings and upload onto website

- \* Produced, reviewed and analyzed detailed monthly/quarterly financial reports track productivity
- \* Forecast projections and identified business growth opportunities and costly problem areas and strategized and took corrective action accordingly
- \* Devised and reconstructed a new accounting system and business model to resolve company's financial matters
- \* Tracked, maintained and updated records, database, media lists, and screening schedules

#### Marketing

- \* Managed accounts to ensure optimized lead generation and sales
- \* Tracked, coordinated, distilled, reported and ran routine analysis campaign performances
- \* Generated strong traffic and revenue via multiple channel marketing including SEO and SEM
- \* Generated and bid on keywords to secure priority listings using Google AdWords
- \* Evaluated target markets and proposed strategies and ideas for publicity campaigns
- \* Managed client accounts and quickly and effectively resolve issues
- \* Designed and managed company's official website
- \* Drafted, edited and published copy for websites, banners, slogans, articles and monthly e-newsletters using Content Management Systems (CMS)
- \* Prepared, drafted and proofread documents, correspondences and reports

#### WORK HISTORY

2017 - present Rolling Hero - Cook  
 2017 - present Party Staff (Los Angeles) - Cook  
 2016 - present. Mick's Catering - Chef  
 2015 - 2018 Cali Casino Catering - Chef  
 2015 - 2018 Christian Assembly (The Cafe/Skid Row Ministries) - Chef  
 2012 - present Yours Exquisitely - Designer  
 2010 - present Freelance Artist

#### EDUCATION

UNIVERSITY OF CALIFORNIA, IRVINE, Irvine, CA, 2006  
 Bachelor of Arts – Social Science

Name May Yip Score 27/35

## Servers Test

### 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
- 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
- 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
- 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

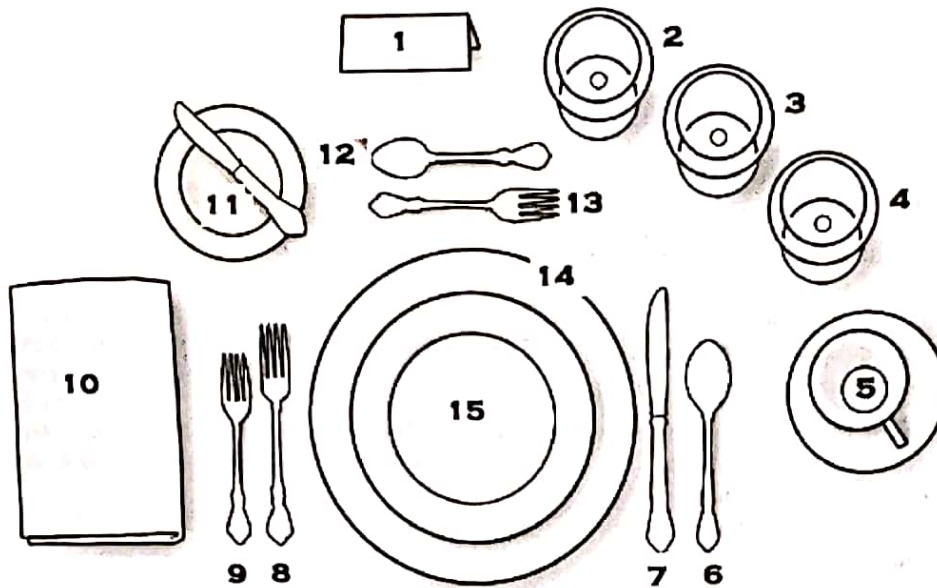
### Match the Correct Vocabulary

- |   |   |
|---|---|
| <u>D</u> Scullery                                     | <input checked="" type="checkbox"/> A. Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>F</u> Queen Mary                                   | <input checked="" type="checkbox"/> 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) |
| <input checked="" type="checkbox"/> A. Chaffing Dish  | <input checked="" type="checkbox"/> C. Used to hold a large tray on the dining floor  |
| <input checked="" type="checkbox"/> G. French Passing | <input checked="" type="checkbox"/> D. Area for dirty dishware and glasses  |
| <u>B</u> Russian Service                              | <input checked="" type="checkbox"/> E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| <u>F</u> Corkscrew                                    | <input checked="" type="checkbox"/> F. Used to open bottles of wine   |
| <u>C</u> Tray Jack                                    | <input checked="" type="checkbox"/> G. Style of dining in which the courses come out one at a time  |



Name Maya 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              | X <u>3</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           | X <u>2</u> | Wine Glass (White)           |
| <u>4</u>   | Water Glass           |            |                              |

**Fill in the Blank**

- X 1. The utensils are placed 4 2 inch (es) from the edge of the table.
- X 2. Coffee and Tea service should be accompanied by what extras? \_\_\_\_\_
3. Synchronized service is when: everyone is served at the same time
- X 4. What is generally indicated on the name placard other than the name? entree
5. The Protein on a plate is typically served at what hour on the clock? 6
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Check with kitchen/chef.

**Prep Cooks Test**

**Score 15/20**

**Multiple Choice** (1 point each)

- d 1) A gallon is equal to \_\_\_\_\_ ounces
- a. 56
  - b. 145
  - c. 32
  - d. 128
- Xa 2) Mesclun are what type of vegetable?
- a. Roots
  - b. Beans
  - c. Salad Greens
  - d. Spices
- b 3) What does the term braise mean?
- a. Sear quickly on both sides
  - b. Slowly cook in covered pan with little liquid
  - c. Cook on high heat and quickly
  - d. Slowly cook in simmering water
- b 4) At what internal temperature must chicken be cooked so that it is safe to eat?
- a. 155 degrees F
  - b. 165 degrees F
  - c. 175 degrees F
  - d. 185 degrees F
- a 5) How do you blanche vegetables?
- a. Immerse for a short time in boiling water
  - b. Cook lightly in butter over med heat
  - c. Soak in cold water overnight
  - d. Rub with salt before cooking
- C 6) Which of the following ingredients would you pack before measuring?
- a. Olive Oil
  - b. Salt
  - c. Brown Sugar
  - d. White Sugar
- a 7) What is Al Dente?
- a. Firm but not hard
  - b. Soft to the touch
  - c. Very hard
  - d. Very soft
- a 8) Food should be left out no more than
- a. 2 hours
  - b. 3 hours
  - c. 4 hours
  - d. 5 hours

- 2

- b/a ~~ba~~ 9) Which is the improper way to thaw frozen food?
- a. In the fridge
  - b. In a sink with cold water
  - c. On the counter
  - d. In the microwave
- X
- a 10) Which of the following can you use to put out a grease fire?
- a. Baking Soda
  - b. Baking Powder
  - c. Flour
  - d. Water
- c 11) What is the temperature range of the danger zone?
- a. 25-135
  - b. 40-140
  - c. 50-160
  - d. 30-130
- d 12) Which of the following is listed from smallest to largest?
- a. Dice, chop, mince
  - b. Mince, chop, dice
  - c. Chop, dice, Mince
  - d. Mince, dice, chop
- ~~ba~~ h 13) Which direction should pan handles be turned while cooking on the stove?
- a. Over the fire at all times
  - b. Turned towards you for better control
  - c. Turned towards the right or left at all times
  - d. Over the countertop at all times
- c 14) When you poach something, you cook it with what?
- a. Noodles
  - b. Vegetables
  - c. Liquid
  - d. Oil
- b 15) Which spoon is used to remove fat from soups and stews
- a. Basting Spoon
  - b. Ladle
  - c. Slotted Spoon
  - d. Portion Spoon
- b 16) Which of the following means to cook in a small amount of fat?
- a. Season
  - b. Sauté
  - c. Broil
  - d. Boil
  - e. Fry

## Prep Cooks Test

- a 17) What is a Julien cut?
- a. Food cut into long thin strips, matchstick
  - b. Food cut into long thin strips then turned and cut into a 1/8" dice
  - c. Food diced into finely chopped and uniform pieces
  - d. Cutting and peeling into oblong seven sided football like shapes
- a 18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.
- a. Sweat
  - b. Boil
  - c. Roast
  - d. Grill

### Fill-in the Blank (1 point each)

- 19) salt & pepper are the basic seasoning ingredients for all savory recipes.
- 20) mince : to cut into very small pieces when uniformity of size and shape is not important.