

Courtney Michelle McCarthy

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EDUCATION

Fisher College Boston, MA

A.S. Fashion Design May 2014

Londonderry High School Londonderry, NH

AP/ Honor Student May 2011

Manchester School of Technology Manchester, NH

Design Communications May 2010

RELATED COURSEWORK & SKILLS

Pattern Making I, II

Clothing Construction I, II

Adobe Suite, Dreamweaver, AutoCAD

Intuitive Learner

Conversational Spanish

Forklift and Aerial Work Platform Certified

EMPLOYMENT

Encore Merchandising New York, NY

December 2016- Current

Touring Merchandise Manager

Manage daily in-theater operations, financial reporting; daily reconciliation and banking, liaising with theater management, order stock and maintain inventory, supervise and account for deliveries; responsible for appearance and theater displays. Maintain high volume workflow; travel with touring show.

Goldenvoice Los Angeles, CA

October 2016- Current

Assistant Merchandise Manager

Contribute to attendee experience; sell merchandise and count inventory, maintain work flow and break employees in a festival setting.

Live Nation- Insomniac Events Los Angeles, CA

June 2016- Current

Site Operations Department: Heavy Equipment Day Administrator
distribute heavy machinery and golf carts throughout the worksite, record deliveries, log serial numbers, maintain organization of office, minor operation of heavy machinery

Entertainment Department: Personal Assistant to performers

Assist performers on grounds while interacting with guests, assist backstage and communicate with stage managers, limit performance times and maintain possession of personal items for performers. Assist with wardrobe malfunctions.

BG Events and Catering Brighton, MA

2012- August 2015

Event Manager

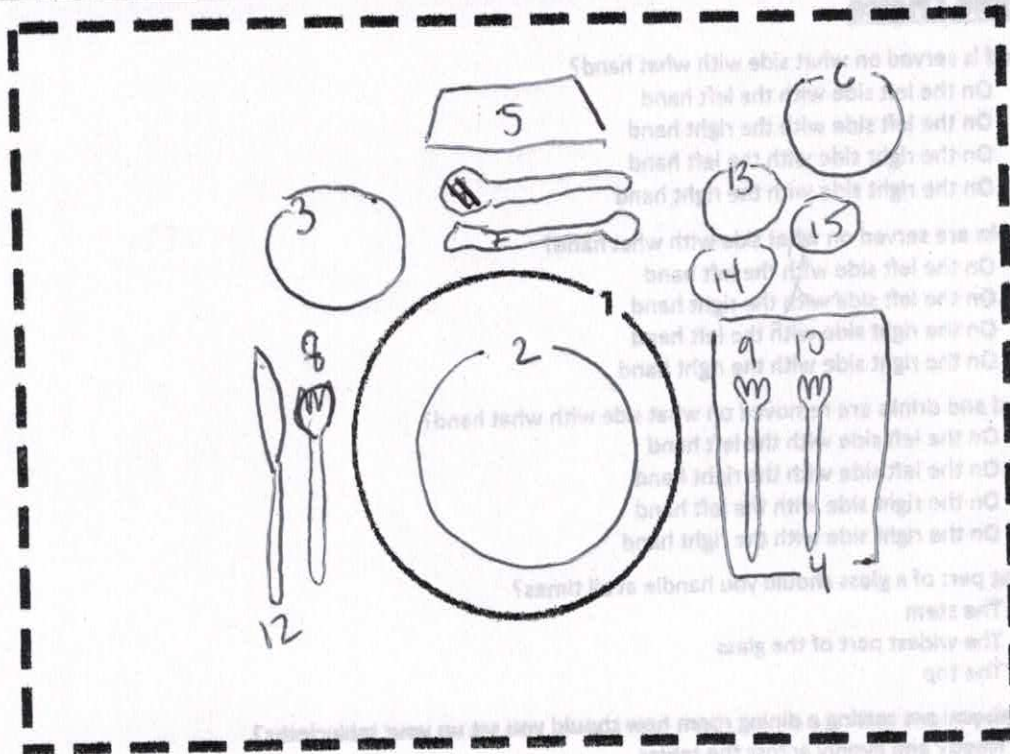
On-site client contact. Daily duties include: organize food displays and decor, maintain order of food and guests. Tactfully delegate tasks among staff to maintain efficient workflow. Wait and bartend as needed.

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
- 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
- d 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 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 | A. Metal buffet device used to keep food warm by heating it over warmed water |
| <u>E</u> Queen Mary | 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) |
| <u>A</u> Chaffing Dish | C. Used to hold a large tray on the dining floor |
| <u>B</u> French Passing | D. Area for dirty dishware and glasses |
| <u>G</u> Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | F. Used to open bottles of wine |
| <u>C</u> Tray Jack | 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 | 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 2 inches inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Sugar, milk, lemon
- Synchronized service is when: everyone passes & serves at one time
- What is generally indicated on the name placard other than the name? Job & title / origin
- The Protein on a plate is typically served at what hour on the clock? 10
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?

Notify Chef