

SCOTT A WEINER
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Summary

SEEKING GENERAL OFFICE ASSISTANT POSITION. SPECIAL SKILLS IN USAGE OF ALL OFFICE EQUIPMENT.FURTHER EXPERIENCE ALSO INCLUDES EXTENTIVE CUSTOMER SERVICE, CASHIER HANDLING LARGE SUMS OF MONEY, TICKET HANDLER, DOORMAN, COMPUTER SKILLS.

Experience

LEVY RESTAURANT SERVICES

06/07/1987 to 10/15/2015

Customer Service Associate

CUSTOMER SERVICE PRODUCT SALESMAN WORK. HANDLING VARIOUS PRODUCTS. RECEIVED MERCHANDISE FROM CASHIER SUPERVISOR SOLD TO PATRONS.. HANDLED LARGE SUMS OF MONEY RETURNED MONEY AT CONCLUSION OF EVENT AND OTHER DUTIES AS REQUIRED.

STARGAZE PHOTOGRAPHY

05/05/1997 to 10/25/2014

Photographer

AS A PHOTOGRAPHER I BOOKED,FAXED AND FILLED OUT APPLICATIONS COVERING RED CARPET FEATURE FILM PREMIERES,SCREENINGS,CHARITY FUNDRAISERS,VARIOUS AWARD SHOWS,BIRTHDAY PARTIES,FASHION SHOWS,PRESS ROOMS COVERAGE,MUSIC FESTIVALS,CONCERTS,BOOK SIGNINGS & EXCLUSIVE PHOTO SHOOTS FOR MAGAZINE PUBLICATIONS.

ARAMARK CORPORATION

10/08/1993 to 09/09/1998

Cashier/ Customer Service

SERVING CUSTOMERS WITH FOOD ORDER, TAKING MONEY FOR ORDERS, TAKING MONEY FOR ORDERS AND GIVING CHANGE, FOOD PREPARATION FOR GUESTS, COOKING VARIOUS FOODS, INVENTORY CLEAN UP AREA AND STATION. REMOVE TRASH, BALANCE CASH DRAWER AT EVENINGS AND HANDLED PORTABLE CART PROVIDING CUSTOMER WITH SERVICE. TAKING MONEY AND GIVING CHANGE. ALL TASKS WERE ON A DAILY BASIS, INTERACT WITH STAND MANAGERS AND FLOOR SUPERVISORS WHEN NECESSARY.

MCA RECORDS

03/03/1992 TO 07/07/1993

File Clerk

DUTIES INCLUDED ASSISTING IN PUBLICITY PROMOTIONS, CONTRACTS AND OFFICE SUPPORT FOR CLIENT PRESS RELEASE AND GENERAL OFFICE DUTIES.

Education

Issuing Institution	Location	Qualification	Course of Study
Columbia College	Chicago, IL	Bachelor's Degree	Television Communications
Bachelor's degree, BA. COMMUNICATIONS, COLUMBIA COLLEGE			

Skills

SALESMAN,CUSTOMER SERVICE, DATA ENTRY OPERATION,GENERAL OFFICE DUTIES,GREAT COMMUNICATION SKILLS,INVENTORY,FAXING,PHOTOCOPY,MAIL ROOM CLERK,DATA ENTRY OPERATION,,PROMOTION PUBLICITY ASST, PUBLICIST ASSISTANCE,,OFFICE CLERK,, CASH REGISTER,PHOTOGRAPHER,BACKGROUND ARTIST PERFORMER.

Additional Comments

HARD WORKING VERY MOTIVATED TOWARD DEVELOPING MY CAREER FURTHER IN THE ARTS ENTERTAINMENT PUBLIC RELATIONS INDUSTRIES. VERY FAST LEARNER WITH GREAT PEOPLE SKILLS.MOTIVATED ALWAYS TO TAKE ON NEW TASKS...

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
- 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
- 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 VocabularyD

Scullery

E

Queen Mary

A

Chaffing Dish

B

French Passing

G

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)

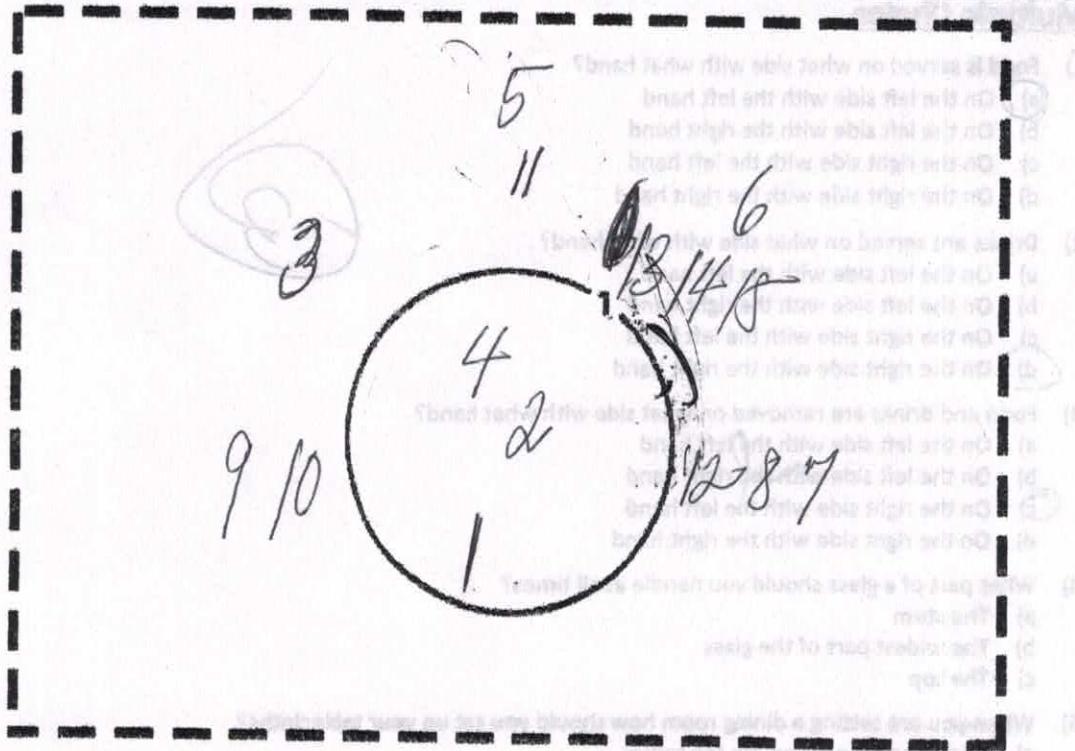
C. Used to hold a large tray on the dining floor

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



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

1. The utensils are placed _____ inch(es) from the edge of the table.

2. Coffee and Tea service should be accompanied by what extras? Creamer Sugar

3. Synchronized service is when: Complete the necessary tasks in a timely frame

4. What is generally indicated on the name placard other than the name? Title of party - Host / Guests

5. The Protein on a plate is typically served at what hour on the clock? 12

6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?

Make a note on the order. Inform chef to prepare this meal as gluten free or Vegetarian