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Work Experience:

07/11- 06/15

New York League for Early Learning YAI, NY

As an Assistant Teacher I assisted the children with diapering, feeding and clothing.

Helped with transitioning from class room settings to therapy sessions. Prepared learning activities for the child to engage in so he/she can develop their sense of speech, movement, relations and personality.

04/07-08/09

LTB by Little Big Jeans- Soho, NY Sales Associate

My responsibilities entail the supervision of a rotating staff of 8 sales associates.

Verification of all cash transactions and reconciliation of the associates cash drawers.

Assisted customers with apparel selections and order processing. Styled Mannequin dress forms.

Verifying apparel orders to ensure that orders are accurate and in accordance with the manifests.

Managed and over seed apparel shipments ensuring that orders are delivered in a timely fashion by manufacturers.

Creating a combination of real value for money and outstanding customer service

03/06-04/07

Abercrombie & Fitch- New York, NY Sales Associate

My responsibilities entailed the accurate management of cash flow, inclusive of cash drawer replenishments.

Maintained and organized apparel displays and replacement.

09/05-02/06

American Eagle Outfitters- Soho, New York Sales

Assisted customers with apparel selections

Maintained the fitting rooms

06/04-08/05

Champs Sports- Scarsdale, NY Sales

Displayed tables and prepared the business for events.
Assisted customers with apparel and footwear selections.
Maintained accurate cash transactions

Education:

Lincoln High School, Yonkers, NY

Major: Accounting ; Diploma

7/04-12/04

Barbizon School of Modeling

9/05-2/06

Katharine Gibbs School

Major: Fashion Merchandising & Design

Skills

Catering

Server

Microsoft Word

Type 45 wpm

General Office Duties

Cash management

Multiple Choice (6 points)

C 1) Carbonation the rate of intoxication.

- a) Slows down
- b) Speeds up
- c) Does nothing to

B 2) What are the six most commonly used spirits?

- a) Sweet and Sour, Triple Sec, Grenadine, Midori, Lime Juice and Cranberry Juice
- b) Vodka, Whiskey, Gin, Bourbon, Rum and Tequila
- c) Chardonnay, Cabernet Sauvignon, Champagne, Merlot, Sauvignon Blanc, Zinfandel
- d) Kahlua, Vodka, Frangelico, Gin, Tequila, Spiced Rum

B 3) You can accept an expired ID as long as all other information is correct.

- a) True
- b) False

B 4) If someone has had too much to drink, serving them coffee will help sober them up.

- a) True
- b) False

D 5) What are the acceptable forms of ID for Alcohol Consumption?

- a) State or Government Issued ID Card or Drivers License
- b) Passport or Passport ID Card (as long as it lists the person's date of birth)
- c) School ID or Birth Certificate
- d) A & B
- e) A, B & C

A 6) If there is no shaker tin available to scoop ice for a drink, it is okay to use a glass.

- a) True
- b) False

Vocabulary (9 points)

Match the word to its definition

A "Straight Up"

- a.) Used to crush fruits and herbs for craft cocktail making

B Shaker Tin

- b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured

C "Neat"

- c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice

D Muddler

- d.) To pour $\frac{1}{2}$ oz of a liquor on top

E Strainer

- e.) Used to measure the alcohol and mixer for a drink

F Jigger

- f.) Used to mix cocktails along with a pint glass and ice

G Bar Mat

- g.) Used on the bar top to gather spills

H "Float"

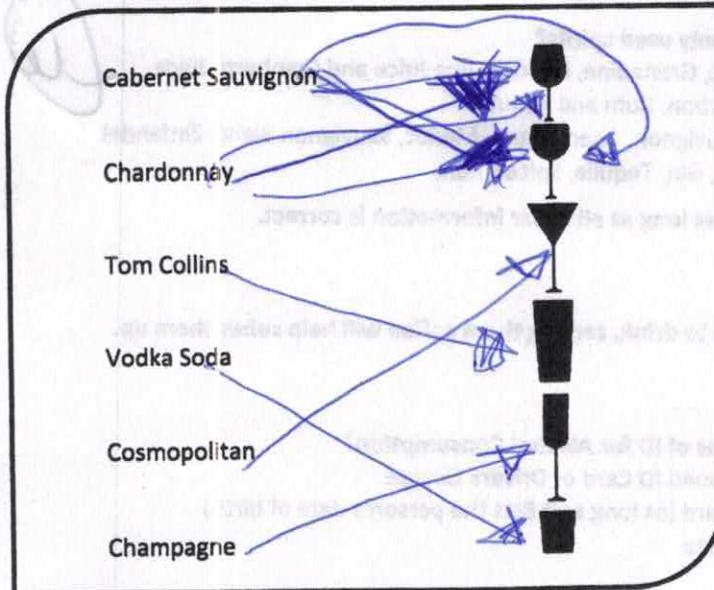
- h.) Requesting a separate glass of another drink

I "Back"

- i.) Means to serve spirit room temperature in a rocks glass with no ice

Glassware (6 points)

Match the correct glass to the drink



Answer and Question (14 points)

Provide examples of 3 brand name "top shelf" spirits (3 points): Hennessy, Johnnie Walker, Grey Goose, Jim Beam

What are the ingredients in a Manhattan? Whiskey, sweet vermouth, bitters

What are the ingredients in a Cosmopolitan? Vodka, triple sec, cranberry juice, lime juice

What are the ingredients in a Long Island Iced Tea? Vodka, tequila, rum, gin, triple sec, soda

What makes a margarita a "Cadillac"? Tequila

What is simple syrup? Perfect for cocktails, iced coffee, cold drinks

Is it legal to pour liquor from one bottle into another? What is this called? (2 points)

No

What should you do if you break a glass in the ice? New Glass

When is it OK to have an alcoholic beverage while working? It's not

What does it mean when a customer orders their cocktail "dirty"? Color change

What are the ingredients in a Margarita? Tequila, lime juice, sour mix, triple sec, sugar, (rum)

Cashier Test

Score / 15

B

1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

A

2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

D

3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- d) \$2.00

C

4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

C

5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

6) What is the current sales tax rate in your city

7.25%

C

7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?

- a) \$4.06
- b) \$2.06
- c) \$7.06
- d) \$5.06

B

8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

- a) \$19.50
- b) \$14.50
- c) \$9.50
- d) \$4.50

D

9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- a) \$6.00
- b) \$8.00
- c) \$10.00
- d) \$12.00

A

10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?

- a) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50

Cashier Test

Score / 15

A

11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

A

12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases? 21

14) What are the acceptable forms of ID for alcohol purchases? Driving LICENSE, PASSPORT

15) How many \$20 bills are in a bank band? 500