

Joseph F. Caldarella

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Lexington, MA 02421
Cell: 339.223.2710
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Education

B.A. in English, Westfield State University, Westfield, MA 2009

Languages spoken:

- English
- Spanish
- Portuguese
- Italian

Professional Certification

CPR and AED Certification (Adult, Child, and Infant), American Safety & Health Inst.
Basic First Aid Certification (Adult and Pediatric), American Safety & Health Inst.
AHA Heart Saver First Aid, St. Joseph Hospital, Nashua, NH 00088
California Basic Educational Skills Test, passed on November 19, 2016
Teacher Training Academy, Certificate of Completion, February 16, 2017
TB Skin Test, September 23, 2016

Experience

The Center for Early Education, West Hollywood, CA (2017-present)

- Substitute Teacher for Grades K-6

Los Angeles Unified School District, Los Angeles, CA (2016-present)

- Playground Supervisor at Carthay Center Elementary School, for Youth Services (Beyond The Bell - Elementary School Unit)
- Coach weekend sports tournaments - Football, Softball, and Soccer
- Substitute Teacher

Lexington Public Schools, Lexington, MA (2012-present)

- Instructional Assistant, Bowman Elementary School (2014-present)
- SPED Instructional Assistant, Bowman Elementary School (Spring 2014)
- Long Term Substitute Teacher in Spanish, Diamond Middle School (Fall 2013)
- Substitute teacher in the classroom for grades K-12 in the elementary, middle and high school (2012-2013)

Joseph F. Calabrese

249 Western Road East
Lexington, MA 02421
Cell: 339.223.2710
Home: 781.861.0396
joseph.calabrese@gmail.com

Education

B.A. in English, Westfield State University, Westfield, MA 2003

Languages spoken:

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• Instructional Assistant, Bowman Elementary School (2014-present)
• SPED Instructional Assistant, Bowman Elementary School (Spring 2014)
• Long Term Substitute Teacher in Spanish, Diamond Middle School (Fall 2013)
• Substitute teacher in the classroom for grades K-12 in the elementary, middle and high school (2012-2013)

Lextended Day Program, Lexington, MA (2013-present)

- Fourth and Fifth Grade Lead Teacher
- Spanish Club Teacher, K-5

Border Café, Burlington, MA (2009-2011)

- Food runner, server, and facilitator
- Facilitate expedition of all food from kitchen
- Translate Spanish and Portuguese between kitchen workers and restaurant managers

MJM Masonry, Inc., Arlington, MA (2004 to 2009)

- Work in office dealing with payroll
- Labor work on jobsites throughout Greater Boston
- Attend safety meetings for OSHA
- Deliver product to various projects
- Translate Spanish and Portuguese to foremen on jobsite

Intramural Sports Office, Westfield State University, Westfield, MA (2004 to 2009)

- Assistant Director of Athletics
- Draft schedules for intramural sports teams using Microsoft Excel
- Public relations/advertisements for our sponsors

Wilson Farms, Inc., Lexington, MA (2000 to 2004)

- Assisted managers in front end (cashiers)
- Office work (daily income)
- Stocked product in store from warehouse

Lexington Recreation Department, Lexington, MA (1998- 2004)

- Lacrosse Camp Coordinator for children ages 8-14
- Used knowledge of health and fitness as well as leadership skills

Computer Skills

Word and Excel; PowerPoint, Access and InDesign

Professional Development

Advanced Spanish (Spring 2015)

Tai Chi (04/28/15)

Identifying Mental Health Issues in Young Children (03/31/15)

Social Thinking Concepts and Vocabulary: Positive Behavior Support (04/14/15)

51A Mandated Reporter Training: Recognizing and Reporting Child Abuse, Neglect and Exploitation (02/10/15)

Medication Administration for Childcare (diabetes/seizures) (10/22/14)

How Personality Styles Impact Management (09/17/14)

Honors

Who's Who Among American High School Students
Sports Edition 2002-2003

Successful Completion: Lexington High School

- Athletes Against Drug and Steroid Use
- Peer Leadership Program
- Football Ironman Award (**Perfect Attendance**)

Activities

Lacrosse co-captain, Westfield State University, 2008
Acoustic Guitar

References

Sharon Hall-Johnson, Principal

Carthay Center Elementary School
Los Angeles, CA 90048. Tel. 323.935.8173

Rainie Harris, Traveling Playground Supervisor

Beyond The Bell - Elementary School Unit
Gardena, CA 90249 Tel. 310.515.3010

Mary Anton-Oldenburg, Ed.D., Principal

Bowman Elementary School
Lexington, MA 02421. Tel: 781.861.2500

Catherine Brooks, Foreign Language Department Head

Clarke and Diamond Middle Schools
Lexington, MA 02421. Tel: 781.861.2450

Hilary Rush, Site Director, Lextended Day Program

Bowman Elementary School
Lexington, MA 02421. Tel: 781.863.1912

Mark McCullough, President, MJM Masonry,

Lexington, MA 02421. Tel: 781.648.1170

Lou Ann Simchak, Director of Athletics,

Intramural Sports Department, Westfield State University,
Westfield, MA, 01085. Tel: 413.572.5424

Michelle Sabo, Manager, Front End, Wilson Farms, Inc.,
Lexington, MA, 02421. Tel:781.862.3900

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
- 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
- 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
- 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
bottom half
- 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

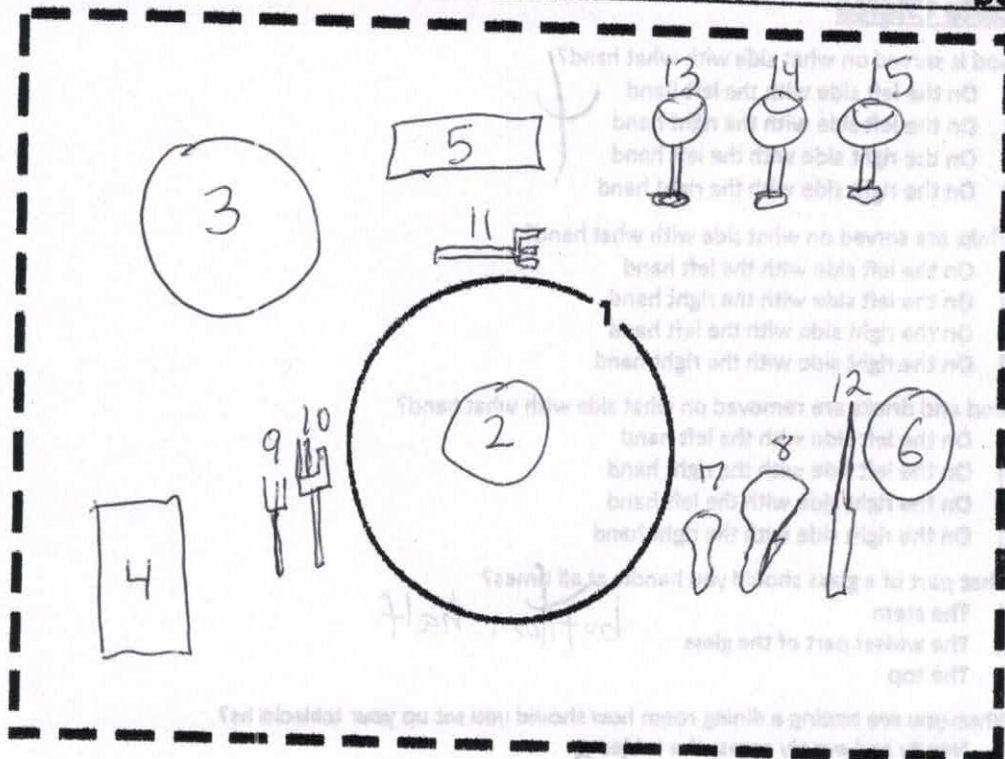
Match the Correct Vocabulary

- | | |
|------------------------|---|
| <u>D</u> Scullery | A. Metal buffet device used to keep food warm by heating it over warmed water |
| <u>Queen Mary</u> | 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>French Passing</u> | D. Area for dirty dishware and glasses |
| <u>Russian Service</u> | 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>E</u> Tray Jack | G. Style of dining in which the courses come out one at a time |

Name Joseph Caldarella

Servers Test

Score / 35



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 8X inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? _____
- Synchronized service is when: All the food comes out hot for each guest (same time)
- What is generally indicated on the name placard other than the name? _____
- The Protein on a plate is typically served at what hour on the clock? _____
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
Inform the Kitchen manager