

## Blanca Medina

Cell: 775 247 5803

Blancaart9.22@gmail.com

### Objective

I would like to work in a company to develop my food server and costumer service skills, and/ or any work related.

### Ed-Training

**AA Degree in General Studies** 12/2014

Truckee Meadows Community College, Reno, NV

#### General Education Courses

Merced College, Merced, CA

#### Relevant Training and Courses:

Project management

Communication Skills

Office Equipment Knowledge

Safety Training Coordination

Medical Receptionist Billing Clerk

Adobe acrobat

Microsoft Office Specialist (MOS)

#### Bilingual: Proficient in Spanish

Professional Office Procedures

Records Management

Database Administration

Spreadsheets/Reports

Event Calendar

AS400

Executive Support

### EXPERIENCE:

11/2014-12/2017 Washoe County School District

Reno, NV 89506

#### TEACHER & Teacher Aide

I tutor students in I assists teaching staff; I was providing individual and group instruction, including developing and maintaining records and instructional materials. I was performing related work as required.

Reno, NV 89502

06/2013-10/2014 DETR

#### ADMINISTRATIVE AIDE

Provide administrative support to work force staff, supervisor, and manager, data entry, answering phones, filing, and customer service.

Reno, NV 89502

08/2012-5/2013 Jessie Beck Elementary School

#### TEACHER AIDE

I assists teaching staff with the bilingual program; I was providing individual and group instruction, including developing and maintaining records and instructional materials. I was performing related work as required.

Reno, NV 89511

03/2012-8/2012 Accustaff Temp Agency

#### DATA ENTRY CLERK/WAREHOUSE CLERK

6/2006-4/2012 Grand Sierra Resort/Reno Hilton

Reno, NV 89595

#### SECURITY ADMINISTRATIVE ASSISTANT

4/2002- 5/2006 EMPLOYMENT REPRESENTATIVE HUMAN RESOURCES

Provide administrative support to the security department, including preparing for and keeping minutes for all meetings; reviewing & assisting in special events activities with Director; reviewing & assisting in claims with Director; assisting the Officers in performing their duties and completing reports; supervising clerical staff; processing departmental payroll; ordering supplies & tracking departmental expenditures; and other tasks as assigned. Prepare and maintain employee personnel files; assist job candidates through the application process; schedule new hire candidate for orientation and enter employee information into computer system; responsible for various office administrative functions including ordering office supplies, answering telephone inquiries, photocopying, scanning, faxing and run daily, weekly and monthly reports and other duties as assigned by the Regional Compliance Coordinator.

Name

Blanca Meding**Servers Test**Score /35**Multiple Choice**d 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

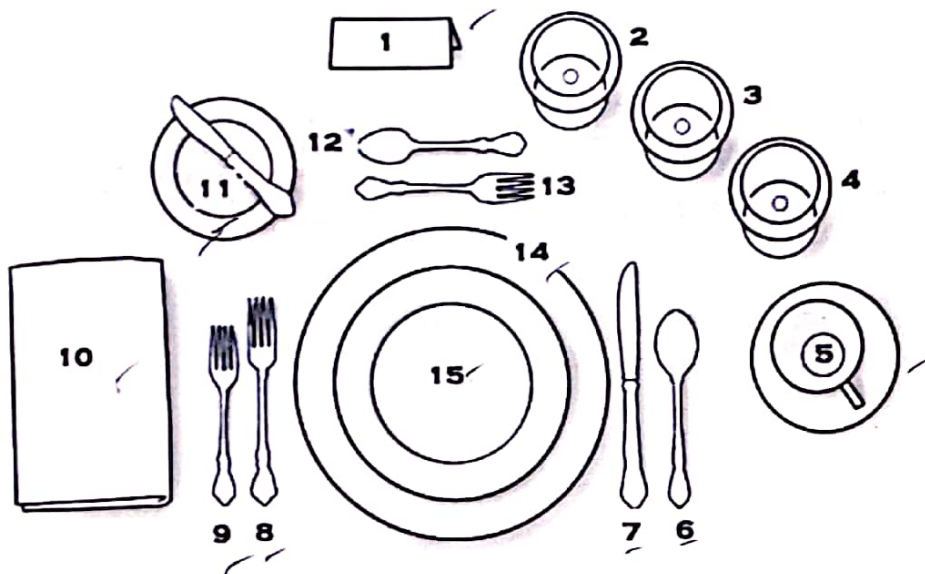
d 5) When you are setting a dining room how should you set up your tablecloths?

- 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**P SculleryE Queen MaryA Chaffing DishG French PassingB Russian ServiceF CorkscrewC Tray JackA Metal buffet device used to keep food warm by heating it over warmed waterB 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 floorD Area for dirty dishware and glassesE Large metal shelving unit for prepared food to be held or for dirty trays to be storedF Used to open bottles of wineG Style of dining in which the courses come out one at a time



Score / 35

**Match the Number to the Correct Vocabulary**

- 8 Dinner Fork
- 5 Tea or Coffee Cup and Saucer
- 7 Dinner Knife
- 4 Wine Glass (Red)
- 9 Salad Fork
- 14 Service Plate
- 3 Wine Glass (White)

- 10 Napkin
- 11 Bread Plate and Knife
- 1 Name Place Card
- 12 Teaspoon
- 13 Dessert Fork
- 6 Soup Spoon
- 15 Salad Plate
- 2 Water Glass

**Fill in the Blank**

1. The utensils are placed 2 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? sugar or sweet low
3. Synchronized service is when: Elegant service served all at the same time
4. What is generally indicated on the name placard other than the name? Table Number
5. The Protein on a plate is typically served at what hour on the clock? 9 O'clock
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Talk to the Supervisor or lead to get one.