

John Jaimes

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Motivated enthusiastic leader pursuing progress with a group interested in making a difference in our communities and the world. Seeking an outstanding organization to create lasting success.

EXPERIENCE

Nooodle, Las Vegas, NV — trade show sales rep

April 2018

Increasing sales in a multi lane showroom at tradeshow. Built a strong client base with department store buyers. Exceptional customer service to clients and vendors. Worked in conjunction with owner to facilitate sales growth.

Chateau Catering, Los Angeles, CA — catering assistant

December 2017 - January 2018

Advance catering/ hospitality . Sincere tableside service providing outstanding customer service with confidence and discretion. Event layouts. Fine dining table set up. Providing information and reliable suggestions. V.I.P. bar services at entertainment venues.

Kathy Doyle Estates, Malibu, CA — public relations

October 2017

Opening doors to the finest estate properties on the west coast. Real estate walk through experience. Coordinating and engaging with the public building a long lasting relationship.

Empyrean Production Services, Burbank, CA — artist hospitality

October 2017

Working alongside award winning catering company. Unique and proudly assisting in the service to the artist and crew. Working joyfully with many people in a live concert setting.

Trevanna Production Services, Westwood, CA — artist hospitality/ Production assistant

October 2017

Setup and breakdown dressing room and attend to artists' needs. Assist tour manager and production manager with on-site logistics. Help artist with various personnel accommodations. Managed guest list, including special seating and access.

EDUCATION

**Mt. San Antonio College,
Paralegal**

May 2013 - October 2015

Event coordinator of student paralegal association.

LANGUAGES

English & Spanish

Rhino Staging, Los Angeles, CA — stage technician

May 2017

Lighting system; instal and maintained the lighting and electrical systems for corporate and live events. Running and maintaining a show. Preparing equipment, collaborating with carpenters, setting up of speakers, subwoofers, lekos, steel trusts and motors. Props load and unload trucks.

Homeward Bound Television series, Beijing, China — actor

September 2017

Working directly with director and producer to coordinate an outstanding representation of an Ivy league school graduate. Real on stage appearance with a genuine attitude. Cameo with main actress.

Inland Empowerment , San bernardino, CA — campaign specialist

November 2016

Grassroot movement to empower voting rights and other leadership in minority communities. Spokesperson and event coordinator. Responsible for outlining and organizing community districts and creating efficient and effective routes.

Law offices of John Setlich , Rancho Cucamonga, CA — paralegal

July 2016 - November 2016

A full office providing legal services in business, real estate, and family law. Responsible for drafting motions, declarations, pleadings, dissolutions, request to order and other documents as requested and supervised by senior paralegal and attorney.

Affordable Legal Services, Riverside, CA — legal assistant

january 2016 - July 2016

Legal document service providing guidance for low- income community members. Ambassador securing business with community partners. Organization, preparations, and presentations of legal documents.

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
- A 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

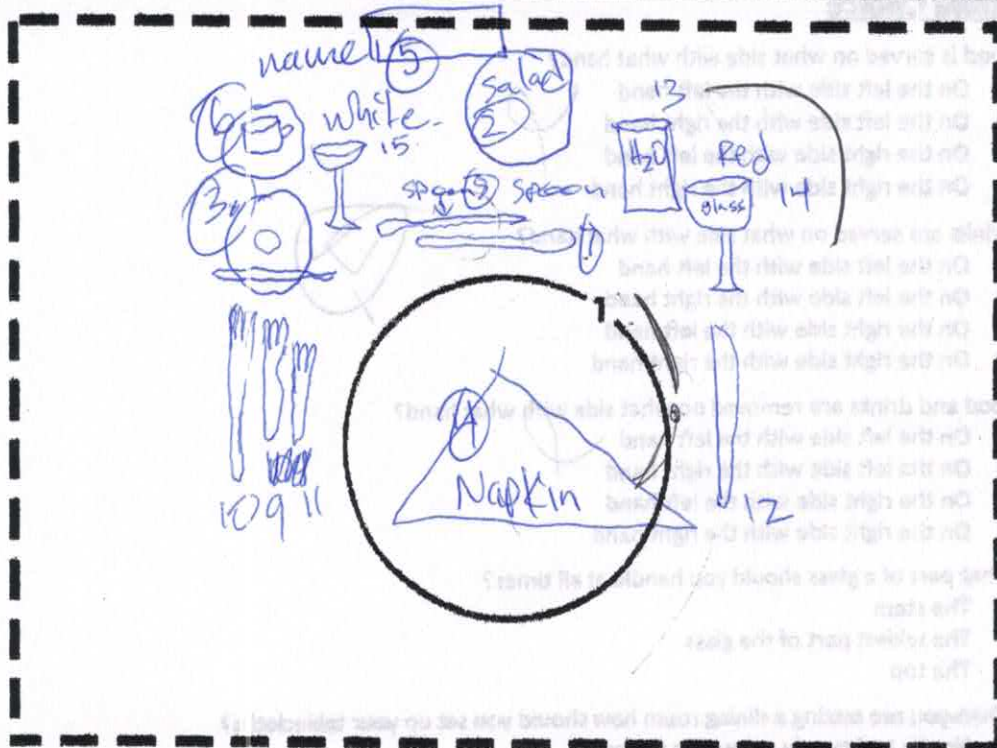
- | | |
|--------------------------|---|
| <u>D</u> Scullery | A. Metal buffet device used to keep food warm by heating it over warmed water |
| <u>E</u> Queen Mary | B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing 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>G</u> French Passing | D. Area for dirty dishware and glasses |
| <u>B</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 |

Name

John James

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 2 inches inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? cream & sugar
- Synchronized service is when: all ~~these~~ persons @ table served @ the same time
- What is generally indicated on the name placard other than the name? # of guests
- The Protein on a plate is typically served at what hour on the clock? 6
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? immediately notify manager and go to the kitchen & request special meal