

Cynthia Smith

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Objective

Executive Administration

Special Skills

Typing skills (60wpm); Proficient Customer Service and Leadership Skills; Experience with Microsoft Word and Access; Quick Books; WordPress; Constant Contacts; Social Media Platforms; Power Point; Excel; Payroll; Scheduling; Reception / General Office and basic Accounting Skills, POS systems, Food Handler Cert., managing large crowds.

Work Experience

• **Culinary Staffing**

Los Angeles, CA

04/2018- Present

Cook and Server

I have worked several events for Wolfgang Puck Catering where duties include kitchen meal prep, tray pass, station clean up, inventory, hot and cold appetizer station, buffet line, cook, and server.

• **MasterChef on Fox (Endomil Production/ One Potato Two Potato)**

Los Angeles, CA

02/2018-03/2018

I recently tried out for MasterChef(America) and not only made top 43 but made alternate for the 24 chefs that were aproned, in the event something happened I was the only Chef called back to be a direct fill in for the cast. I did two weeks of training by Gordon Ramsey's culinary team and extensive on air confessional. I auditioned in front of Gordon Ramsey, Aaron Sanchez and Joe Bastianich in which they complimented me on my dish and personality.

• **Financial Growth Services**

Northridge, CA

(818)914-8312 or 888-318-6171 ext 1

Accounting Assistant

7/2017-Present \$27/hourly

Duties included but not limited to consolidating accounts, payroll, updating yearly files, taxes, permits, organizing payments, accounts receivable, accounts payable, data entry, faxing, filing and any payments necessary to irs.

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- **SIAM Inc**

*Los Angeles, CA
(323)292-0581*

Assistant Director/ Registered Substance Abuse Counselor

02/2013-6/2017 \$20/hour (Part-Time)

Duties include but not limited to, operating the office in absence of the director, management and auditing of 6 employees (2 office administrators and 3 Counselors), managing records and payments for approximately 200 students, enrolling students into our drinking under the influence program(intake and assessment), assessing clients for drug, alcohol and substance abuse, suggesting additional therapy upon the intake evaluation, corresponding with the courts regarding client's status with the program, generating reports, ensuring all counselors folders are up to date and meet county and state requirements, employee hiring, faxing, data entry, charting, scheduling, copies, answering phones, mail handling, preparing student files and performing intakes for new enrollments, accepting client payments and balancing payment cards as well as filling in for counselors who are absent.

- **Crate & Barrel**

*Los Angeles, CA
(323)297-0370*

Customer Service \$10.50/Hour
10/2012-02/2013

Duties include dealing with customer service delivery issues, phone sale, and merchandise transfers. I also handled light mail and emails as well as filing and paperwork.

- **The 818 Events**

*Burbank, CA
(818) 233-1753*

01/2012-Present 3% Per Event
-Marketing and Administration

Duties include creating new potential clients, setting up business meetings, contacting companies for publicity, making copies, answering calls, sorting mail, responding to emails via website and light website maintenance.

- **Silver Spoon**

Los Angeles, CA

(323)522-8319

01/2010-Present

Caterer

Duties included meal prep, cooking, cleaning, balancing books, marketing, employing servers, setup and cleanup for parties crafts services and much more.

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- **Frasco Profiles**

Burbank, CA / (818)848-3888 Ext 55

05/2004-2/16/06 \$12/Hr

Senior Research Specialist

Duties include researching and verifying previous and current employment for prospective employees. Position also included verifying degrees, personal and professional references; Filing reports; team building; training entry-level employees; sending verifications through mail; heavy data entry; and Customer Service.

Education

- Registered Substance Abuse Counselor 2014
- CPR certified 2014
- High School Diploma; Mission College (25 Units completed), Placed on Deans list 2010.

Accomplishments

*CPR Certified

*LAFD Disaster Awareness Course & IS317 Fundamentals Training and Certification

*Member of the Sheriffs Clergy Council in Los Angeles

- Food Handlers Card

I am currently President of the Sister's Auxiliary in Los Angeles, CA. We focus on fundraising to provide resources for low income families, education and afterschool programs from ages 3-30, feeding the hungry, clothing the homeless and etiquette for the young women in the inner city. I have also volunteered for the organizing of FedEx's annual company fundraisers as well as participated. A couple of fundraisers that I frequented are March of Dimes and the Walk-a-Thon.

References furnished upon request

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Multiple Choice Test (1 point each)

A

1) How much time should you take to wash your hands with soap?

- a) 1 minute
- b) 20 seconds
- c) Time does not matter, water temperature does
- d) 5 minutes

C

2) The recommended temperature for your refrigerator is...

- a) 45°F
- b) 50°F
- c) 40°F
- d) 20°F

D

3) Food handlers must always wash their hands

- a) Before starting work
- b) Switching between handling raw and ready-to-eat food
- c) After going to the restrooms
- d) All of the above

D

4) The most important reason for having food handlers wear hair restraints is to

- a) Prevent food from getting into food handlers' hair
- b) Prevent food handlers from contaminating their hands by touching their hair
- c) Keep the food handlers' hair in place
- d) None of the above

C

5) Which of these conditions requires immediate corrective action?

- a) Packaged food items are stored at least 6 inches above the floor
- b) Ice is being used to cool beef stew in a shallow pan
- c) Raw meats are stored on a shelf above ready-to-eat egg salad in the walk-in cooler
- d) Raw fish is stored above raw chicken in the walk-in freezer

C

6) Bacteria grow best in the temperature "danger zone" which includes temperatures between?

- a) 0°F and 100°F
- b) 32°F and 220°F
- c) 41°F and 135°F
- d) 39°F and 178°F

D

7) After cutting raw chicken, what should be done before the cutting board is used for slicing onions for salad?

- a) Clean the cutting board with a wet wiping cloth
- b) Turn the board over and use the other side
- c) Rinse the board with running water
- d) Wash, rinse, and sanitize the board prior to slicing the onions

A

8) Which of the following is NOT an approved method to thaw potentially hazardous foods?

- a) In a microwave oven
- b) During the cooking process
- c) Under cool running water
- d) On a clean counter, at room temperature

C

9) Wiping cloths stored submerged in a bucket of sanitizing solution are for:

- a) Wiping spills only
- b) Washing hands if the hand sinks are too far away
- c) Sanitizing the blade of utensils such as knives
- d) Maintaining moisture on the wiping cloth

E 10) Food-handling gloves must be changed frequently and also:

- a) After handling garbage
- b) After every break
- c) After picking things up off the floor
- d) Between handling raw and cooked foods
- e) All of the above

C 11) A Julienne is:

- a) to cut food into 1 inch X 1 inch cubes
- b) A cooking method using high heat
- c) To cut food into 1/8 X 1/8 slices
- d) A rough cutting method producing oblong shapes

D 12) A gallon is equal to _____ ounces

- a) 56
- b) 145
- c) 32
- d) 128

B 13) How many cups are in a quart?

- a) 2
- b) 4
- c) 6
- d) 8

A 14) A Chiffonade is:

- a) To slice an herb or leafy vegetable into thin ribbons
- b) To de bone a fish
- c) Another name for parchment paper
- d) To cook food in liquid, or at just below the boiling point

A 15) Potentially hazardous hot foods must be maintained at an internal temperature of _____ or higher to be safe

- a) 145° F
- b) 135° F
- c) 160° F
- d) 180° F

D 16) Which of the following explains the process of poaching?

- a) Poke poultry on the thickest part in order to make sure it's tender
- b) To cook food in an oven that has reached 350° F
- c) Cook gently in water that is hot but not boiling (160°-180°)
- d) Submerge protein in boiling liquid to speed cooking time

C 17) If a recipe calls for 16oz of mirepoix, how many ounces of onion, celery, and carrots do you need?

- a) 8 oz of celery, 4 oz of onion, 4 oz of carrot
- b) 4 oz of celery, 8 oz of carrot, 4 oz of onion
- c) 4 oz of celery, 8 oz of onion, 4 oz of carrot
- d) 2 oz of celery, 10 oz of carrot, 2 oz of onion

C 18) Which of the following best describes braising?

- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

Grill Cooks Test

B

19) Which of the following best describes the process of Caramelization?

- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

C

20) What temperature should chicken be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

A

21) What temperature should ALL ground meat be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

Y

A

22) What temperature should fish be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

23) What is a roux and what is it used for? (2 points)

A roux is a liquid base to a soup or broth.

24) What is the process of making clarified butter, and why is clarified butter used? (3 points)

Fat rendered from butter

25) What are the 5 mother sauces? (5 points)

1. Hollandaise
2. Veloute
3. Tomato
4. Bechamel
5. Q

26) What does it mean to season a grill and why is this process important? (3 points)

TO To break the grill in with natural flavors from meats

27) What are the ingredients in Hollandaise sauce? (5 points)

egg yolk, vinegar, butter

