

VANESSA KONTOKANIS

(562) 326-8969
Los Angeles, CA
vkontokanis@gmail.com

Objective:

To obtain a challenging position, where advancement and opportunities exists for a dedicated, hard working employee.

Skills and Abilities:

- Bilingual (English/Spanish)
- MS Word/Excel/Office/Outlook
- 10-Key
- Cash Handling
- Telephone Etiquette
- Good With Numbers and Figures
- Well-organized
- Neat, efficient, thorough
- Responsible
- Honest
- Reliable and Prompt

Experience:

Santa Monica Fiat/Auto Gallery Los Angeles, CA
File Clerk 11/15 to Present
Responsible for managing and organizing documents for the service department by filing them according to the system used by Santa Monica Fiat.

Fresh and Easy

Cooler/Replenishing Team Member

Los Angeles, CA
06/14 to 11/15
Initial hire position was for Customer Service Assistant. Responsibilities include, but are not limited to providing excellent customer service to our customers by greeting them with a warm smile and acknowledging their presence. Assisting customers with their transactions, payments and bagging of their purchases. Ringing up alcohol sales and carding every individual according to California State Law. Maintaining cleanliness of the store by sweeping, mopping, cleaning of registers and emptying of trash cans; maintaining the cleanliness of the store's restrooms by using appropriate solutions to clean mirrors, sinks, toilets and floors. Replenishing hand soap, paper towels, toilet paper, seat covers and trash cans with new bags. Cooler responsibilities include, but are not limited to working the cooler by replenishing the store's produce, meat, dairy, juice and ready-made meals such as soups, salads and sandwiches. Assisting my team members in maintaining the organization and cleanliness of the store's cooler by following health and safety procedures. Maintaining cleanliness of my assigned scheduled aisles. Rummaging and rotating products by dates according to the store's regulations. Assisting team leads with planel changes to accommodate holiday or new products to be displayed and to be of assistance in any area needed to ensure a job gets done. Working with other team members to ensure we are providing a great hassle free shopping experience for our customers.

Trade Show Temps
Registration Typist

Los Angeles, CA
01/11 to 03/14

Providing quality temporary help for trade shows and conventions. Electronically registering attendees and exhibitors. Printing badges, taking payment, greeting attendees and exhibitors coming to the show and distributing show information. Exhibiting a very high level of customer service. Creating a stress free environment for the attendees and exhibitors of every show.

Long Beach Veterans Health Care
Medical Support Assistant Clerk

Long Beach, CA
06/09 to 12/10

Responsible for working in Primary Care & Specialty Clinics such as the Gastroenterology Lab, Gastroenterology Continuity, Liver, Liver Pharmacy, Cholesterol, Renal, Pulmonary, Home Oxygen, Anemia, and Women's Health. My duties consist of electronically checking-in and checking-out patients in VISTA, interpreting doctor's orders, preparing forms, and/or entering data electronically in CPRS, which are necessary to carry out medical treatment and diagnostic tests. Ensuring that all medical records are thoroughly worked up prior to the beginning of the clinic. This includes locating reports and other miscellaneous test for physician review. Act as the receptionist to each clinic. Assisting patients in obtaining forms or other paperwork. Coordinating and scheduling patients' consultations and appointments according to established guidelines. Ensuring that x rays and medical records are available and that the clinical staff is notified so special orders may be written as appropriate. Calling patients and ensuring they have been properly notified of their appointments. Checking that the work area has appropriate supplies and repair orders.

Education:

Los Angeles Trade Tech

- 23 Units of General Education/Sign Graphics

Long Beach Polytechnic High School

- High School Diploma

Los Angeles, CA
Long Beach, CA

References:

Available upon request

Multiple Choice (1 point each)

d. 1) A gallon is equal to _____ ounces

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

a. 2) Mesclun are what type of vegetable?

- a. Roots
- b. Beans
- c. Salad Greens
- d. Spices

b. 3) What does the term braise mean?

- a. Sear quickly on both sides
- b. Slowly cook in covered pan with little liquid
- c. Cook on high heat and quickly
- d. Slowly cook in simmering water

b. 4) At what internal temperature must chicken be cooked so that it is safe to eat?

- a. 155 degrees F
- b. 165 degrees F
- c. 175 degrees F
- d. 185 degrees F

a. 5) How do you blanch vegetables?

- a. Immerse for a short time in boiling water
- b. Cook lightly in butter over med heat
- c. Soak in cold water overnight
- d. Rub with salt before cooking

c. 6) Which of the following ingredients would you pack before measuring?

- a. Olive Oil
- b. Salt
- c. Brown Sugar
- d. White Sugar

a. 7) What is Al Dente?

- a. Firm but not hard
- b. Soft to the touch
- c. Very hard
- d. Very soft

a. 8) Food should be left out no more than

- a. 2 hours
- b. 3 hours
- c. 4 hours
- d. 5 hours

+14/20

Prep Cooks Test

d 9) Which is the improper way to thaw frozen food?

- a. In the fridge
- b. In a sink with cold water
- c. On the counter
- d. In the microwave

c 10) Which of the following can you use to put out a grease fire?

- a. Baking Soda
- b. Baking Powder
- c. Flour
- d. Water

a 11) What is the temperature range of the danger zone?

- a. 25-135
- b. 40-140
- c. 50-160
- d. 30-130

d 12) Which of the following is listed from smallest to largest?

- a. Dice, chop, mince
- b. Mince, chop, dice
- c. Chop, dice, Mince
- d. Mince, dice, chop

c 13) Which direction should pan handles be turned while cooking on the stove?

- a. Over the fire at all times
- b. Turned towards you for better control
- c. Turned towards the right or left at all times
- d. Over the countertop at all times

c 14) When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- c. Liquid
- d. Oil

a 15) Which spoon is used to remove fat from soups and stews

- a. Basting Spoon
- b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

b 16) Which of the following means to cook in a small amount of fat?

- a. Season
- b. Sauté
- c. Broil
- d. Boil
- e. Fry

Prep Cooks Test

a

17) What is a Julien cut?

- a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8' dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

a

18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill

Fill-in the Blank (1 point each)

19) Salt & Pepper are the basic seasoning ingredients for all savory recipes.

20) Dice : to cut into very small pieces when uniformity of size and shape is not important.

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

B. 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

b. 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

a. 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

a. 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

Grill Cooks Test

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

b 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

c 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

c 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

b 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

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

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

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)

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

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

- 1.
- 2.
- 3.
- 4.
- 5.

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

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

