

Micah Wood

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EXPERIENCE

Work Away, NY, MA, Europe

September 2017- January 2018

Administrative Help, Organic Farmer, Hospitality

- Assisted clients with projects in the home and business including administrative help and organization, filing, growing food, painting, and animal care
- Prepared and served meals to guests

Arcus Foundation, New York, NY

February 2014 - July 2016

Program Assistant, Finance and Operations Assistant

- Responsible for assisting the VP of Finance and Operations and all departments across organization with calendaring, international travel and time sensitive projects including board presentations
- Drafted departmental memos and worked on special projects for the VP of Human Resources
- Managed Arcus' internal membership portfolio, including reconciling annual payments and engaging with staff regarding personal satisfaction about the options available to them
- As a member of the Grants Team, worked on due diligence for grantee applications and assisted potential and existing grantees
- Reviewed and drafted summaries and assessments of grant applications
- Participated in the internal Diversity and Inclusion Taskforce by attending meetings and conducting trainings for staff

Lambda Legal, New York, NY

June 2011- February 2014

Legal Assistant, Help Desk Specialist

- Responsible for legal and academic research, writing and cite-checking
- Responded to callers seeking legal assistance, create intakes and act as an intermediary between attorneys, callers and reporters
- Wrote and submitted attorney proposals for conferences
- Collaborated on speeches and press releases
- Managed, organized and documented attorneys' calendars, organizational finances and travel

Fiorello's, New York, NY

April 2010- March 2011

Server, Reservationist

- Responsible for waiting tables in a very fast paced, high end restaurant

Martie Maguire of Dixie Chicks, New York, NY

January 2010

Personal Assistant

- Assisted Ms. Maguire with moving tasks and helped prepare her home for rental
- Ran time-sensitive errands

McCormick & Schmick's Seafood Restaurant, New York, NY

October 2004-July 2009

Server

- Experience with high profile clientele and celebrity events, including serving for several Saturday Night Live and Law and Order parties

SKILLS

Microsoft Office (Word, Excel, PowerPoint, Outlook), Concur, Fluxx; Skilled in learning new tools and technologies. Project Management, Grant Assessment, Grant legal compliance. Speechwriting. Communications.

EDUCATION

CLEVELAND MARSHALL COLLEGE OF LAW

2009

THE CITY COLLEGE OF NEW YORK

2006-2008

Bachelor of Arts, Political Science w/ a minor in English; Cum Laude, Senior Honors Thesis – A, Major GPA: 3.7

Multiple Choicea1) 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

d2) 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

d3) 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

a4) What part of a glass should you handle at all times?

- a) The stem
- b) The widest part of the glass
- c) The top

a5) 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

d6) 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 dinning 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 VocabularyD Scullery

A. Metal buffet device used to keep food warm by heating it over warmed water

E 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)

A Chaffing Dish

C. Used to hold a large tray on the dining floor

B French Passing

D. Area for dirty dishware and glasses

G Russian Service

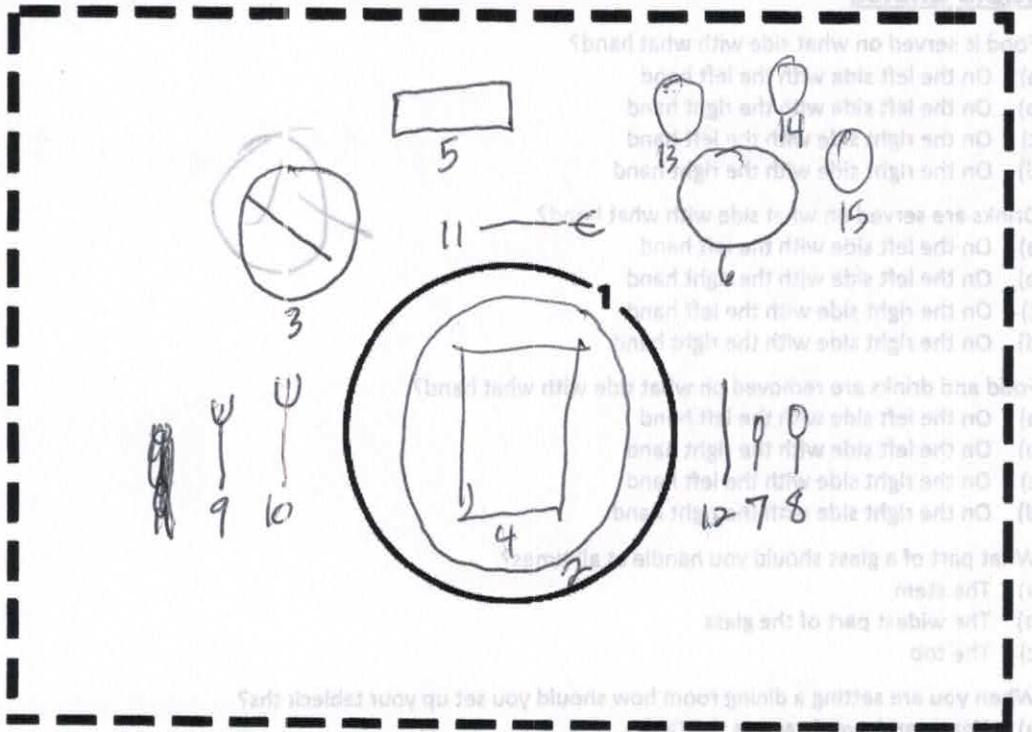
E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F Corkscrew

F. Used to open bottles of wine

C Tray Jack

G. Style of dining in which the courses come out one at a time



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

1. The utensils are placed inch (es) from the edge of the table.

2. Coffee and Tea service should be accompanied by what extras? Cream and Sugar

3. Synchronized service is when: each task is executed at the same time

1. What is a centralized service? Centralized service is a service which is shared by the same people.

4. What is generally indicated on the name placard other than the name? Title

5. The Protein on a plate is typically served at what hour on the clock? 6 o'clock

6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?

Speak to the chef. As a vegetarian, you should do what immediately?