

## **ADLETA McGuire**

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### **Professional Experience**

#### **New Options Academy - NLP Life Coach**

April 2015 - present

- Helping clients release past trauma, anxiety, addictions, fears and phobias using psychological technologies such as NLP, Success Life Coaching, Hypnosis etc.

#### **North End Bar and Grill - Bartender**

April 2013 - April 2016, Hermosa Beach, CA

- Bartending at extremely high volume bar and restaurant.

#### **HT Grill - Bartender**

March 2011 - April 2013, Redondo Beach, CA

- Bartender at high volume restaurant and bar.

#### **Buddakan - Bartender**

September 2010 - February 2011, 75 9th Ave, NYC, NY

- Bartender at high volume restaurant and bar.

#### **Business owner**

February 09 - September 2010

- Designing and selling custom jewelry. Wholesale and retail.

#### **Onieal's Restaurants - Bartender / Event manager**

February 2006 - December 2010, NYC

- Bartender and Event manager for New York and New Jersey operations during leave of absence manager, handling onsite and offsite events for corporate, charity and private clients.

#### **Tai Velvet Lounge - Bartender**

November 2003 - October 2005, 223 Mulberry St., NYC, NY

- Bartending at busy Thai restaurant & lounge.

#### **OP Profashion - Mexx Regional Manager**

January 2000 - June 2003, Prostejov, Czech Republic

- Responsible for production and distribution of Mexx brand designer collections within Western Europe. Coordinate the first samples plus seasonal production and follow through. Dealt with related issues such as patterns, trims, costing, re-coloring and dispatch. Developed relationship with numerous mills all over Europe. Utilized bilingual skills as a production liaison.

#### **Education**

2010 - 2012 International Board of Coaches and Practitioners - Master NLP, Master Life Coach, Master Hypnosis

2008 - 2009 Coaching For Transformation - Open Center, NYC. Certified Life Coach - CPC

2004 - 2006 The New School - Parsons, NYC, Fashion Studies

1993 - 1997 Technical College for Design and Fashion, Prostejov, CZ, Associate Degree in Fashion Design

**Language:** Fluent in Czech and English language



### Multiple Choice

- 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
  
- 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
  
- 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
  
- 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
  
- 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
  
- 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 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

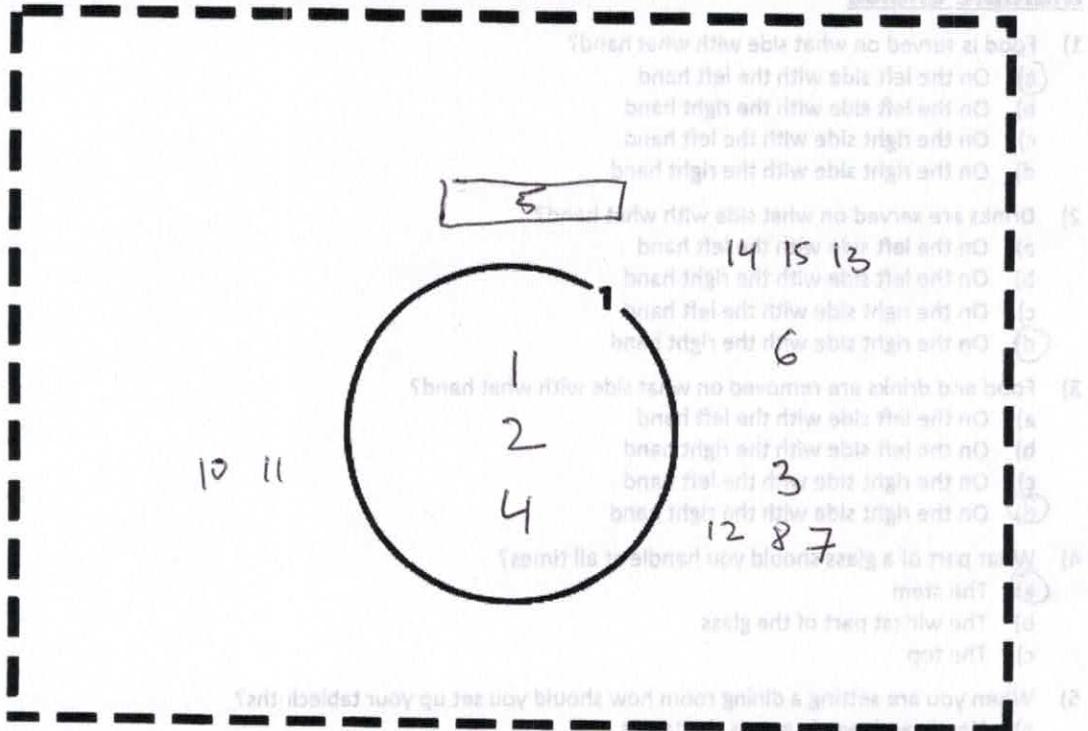
### Match the Correct Vocabulary

<u>B</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>F</u> French Passing	D. Area for dirty dishware and glasses
<u>G</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 \_\_\_\_\_

### 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

1. The utensils are placed \_\_\_\_\_ inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? \_\_\_\_\_
3. Synchronized service is when: \_\_\_\_\_
4. What is generally indicated on the name placard other than the name? \_\_\_\_\_
5. 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?  
\_\_\_\_\_

1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- d) \$2.00

4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

6) What is the current sales tax rate in your city 8%?

7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?

- a) \$4.06
- b) \$2.06
- c) \$7.06
- d) \$5.06

8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

- a) \$19.50
- b) \$14.50
- c) \$9.50
- d) \$4.50

9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- a) \$6.00
- b) \$8.00
- c) \$10.00
- d) \$12.00

10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?

- a) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50

**Cashier Test**

**Score** / 15

11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

**Question & Answer:**

13) What is the minimum age for legal alcohol purchases? 21

14) What are the acceptable forms of ID for alcohol purchases? Drivers licence

15) How many \$20 bills are in a bank band? \_\_\_\_\_

**Bartenders Test**

**Score / 35**

**Multiple Choice (6 points)**

1) Carbonation \_\_\_\_\_ the rate of intoxication.  
a) Slows down  
b) Speeds up  
c) Does nothing to

2) What are the six most commonly used spirits?  
a) Sweet and Sour, Triple Sec, Grenadine, Midori, Lime Juice and Cranberry Juice  
b) Vodka, Whiskey, Gin, Bourbon, Rum and Tequila  
c) Chardonnay, Cabernet Sauvignon, Champagne, Merlot, Sauvignon Blanc, Zinfandel  
d) Kahlua, Vodka, Frangelico, Gin, Tequila, Spiced Rum

3) You can accept an expired ID as long as all other information is correct.  
a) True  
b) False

4) If someone has had too much to drink, serving them coffee will help sober them up.  
a) True  
b) False

5) What are the acceptable forms of ID for Alcohol Consumption?  
a) State or Government Issued ID Card or Drivers License  
b) Passport or Passport ID Card (as long as it lists the person's date of birth)  
c) School ID or Birth Certificate  
d) A & B  
e) A, B & C

6) If there is no shaker tin available to scoop ice for a drink, it is okay to use a glass.  
a) True  
b) False

**Vocabulary (9 points)**

Match the word to its definition

C "Straight Up"

a.) Used to crush fruits and herbs for craft cocktail making

E Shaker Tin

b.) Used with the Shaker Tin to prevent solid material

I "Neat"

from entering a cocktail glass when poured

a Muddler

c.) To serve chilled liquor in a chilled stemmed cocktail

b Strainer

glass with no ice

e Jigger

d.) To pour  $\frac{1}{2}$  oz of a liquor on top

g Bar Mat

e.) Used to measure the alcohol and mixer for a drink

d "Float"

f.) Used to mix cocktails along with a pint glass and ice

h "Back"

g.) Used on the bar top to gather spills

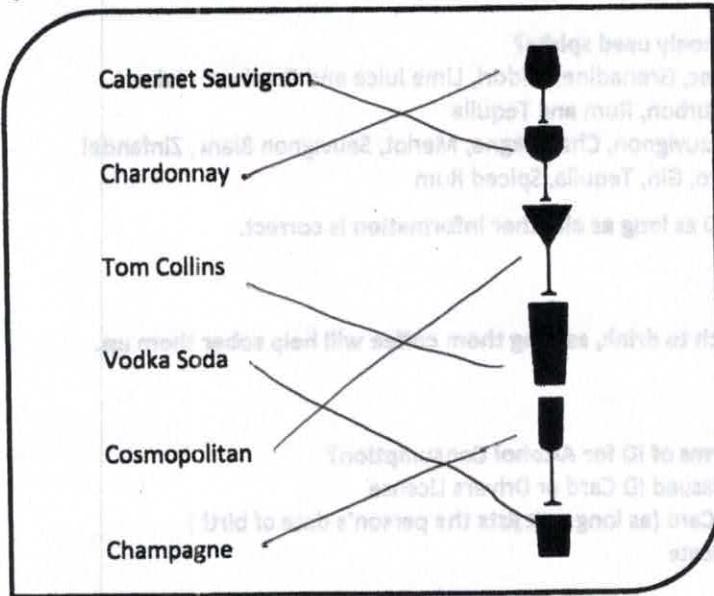
h.) Requesting a separate glass of another drink

i.) Means to serve spirit room temperature in a rocks

glass with no ice

**Glassware (6 points)**

Match the correct glass to the drink



**Answer and Question (14 points)**

Provide examples of 3 brand name "top shelf" spirits (3 points): GRAY GOOSE, JOHNNIE WALKER, CHIROC

What are the ingredients in a Manhattan? BURBON, SWEET VERMONT, CHERRY

What are the ingredients in a Cosmopolitan? VODKA, CRANBERRY, TRIPLE SEC, LEMON JUICE OR LIME JUICE

What are the ingredients in a Long Island Iced Tea? VODKA, GIN, RUM, TEQUILA, COKE, SOUR MIX

What makes a margarita a "Cadillac"? GRAND MARSHAL ON TOP

What is simple syrup? SUGAR & WATER

Is it legal to pour liquor from one bottle into another? What is this called? (2 points)

MIXING - IF IT'S SAME LIQUOR (NOT LEGAL)

What should you do if you break a glass in the ice? BURN THE ICE!

When is it OK to have an alcoholic beverage while working? NO

What does it mean when a customer orders their cocktail "dirty"? ADD OLIVE JUICE

What are the ingredients in a Margarita? TEQUILA, TRIPLE SEC, LIME JUICE, SALT ON THE RIM