

# ROBIN LUCAS

---

19609 Cantara St.  
Reseda Ranch, CA 91335  
USA  
RVLucas60@gmail.com  
818-373-9440

## PROFESSIONAL PROFILE

---

Personal home health care employee and housekeeping for 12+ years seeking a part/full time position.

## EDUCATION

---

Cal Prep School - Encino, CA  
1979 High School Diploma

## EXPERIENCE

---

### Adult Care Provider

2006 - 2018

*Missy's Answering Service*  
Reseda, CA

- Participated in all aspects of assisted care including dispensing medicine, bathing, and dressing.
- Maintained all living quarters. Cleaning, cooking, errands and maintenance
- Helped with transport to appointments

### Housekeeping

2014 - 2016

*JC Pennys*  
Milwaukee, WI

- Cleaned multiple departments where needed.
- Maintained cleanliness of back rooms.
- Aided in different areas where help was needed.
- Assisted supervisor upon request

### Manager

2013 - 2014

*McDonalds*  
Encino, CA

- Performed a variety of tasks to maintain proper operations.
- Supervised and assisted employees.
- Made sure all tasks were done in proper and timely manner.

## KEY STRENGTHS AND SKILLS

---

**Assessment** - Develop rapport with patients and family

**Planning** - Identifies patient needs and astutely determines priority of patient care

**Implementation** - Performs based on scientific nursing care and evidence based practice

**Evaluation** - Documents logically, succinctly and clearly demonstrating superior accuracy

Excellent computer skills including the full Microsoft Office Suite and various types of healthcare

## ROBIN LUCAS

19609 Canyon St  
Riverside, CA 92506  
USA  
RVLucas86@gmail.com  
918-373-8440

### PROFESSIONAL PROFILE

Personal home health care employee and housekeeping for 12+ years seeking a partfull time position.

### EDUCATION

Cal Prep School - Encino, CA  
1979 High School Diploma

### EXPERIENCE

Adult Care Provider  
Assist's Assisting Service  
Pasadena, CA  
2006 - 2018

- Participated in all aspects of assisted care including diapering, bathing, and dressing.
- Maintained all living quarters, cleaning, cooking, errands and maintenance.
- Helped with transport to appointments.

Housekeeping  
JC Penney  
Milwaukee, WI  
2014 - 2016

- Cleaned multiple departments when needed.
- Maintained cleanliness of back rooms.
- Aided in different areas when help was needed.
- Assisted supervisor upon request.

Manager  
McDonald's  
Encino, CA  
2013 - 2014

- Performed a variety of tasks to maintain proper operations.
- Supervised and assisted employees.
- Made sure all tasks were done in proper and timely manner.

### KEY STRENGTHS AND SKILLS

Excellent computer skills including the full Microsoft Office Suite and various types of healthcare  
Assessment - Develop rapport with patients and family  
Planning - Identify patient needs and actively determine priority of patient care  
Implementation - Perform based on scientific nursing care and evidence based practice  
Evaluation - Document logically, succinctly and clearly demonstrating superior accuracy

databases

## **COMMUNITY INVOLVEMENT**

---

American Red Cross - Frequent Blood and Platelet Donor  
Valley Shelter - Helped process of caring for animals



**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 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

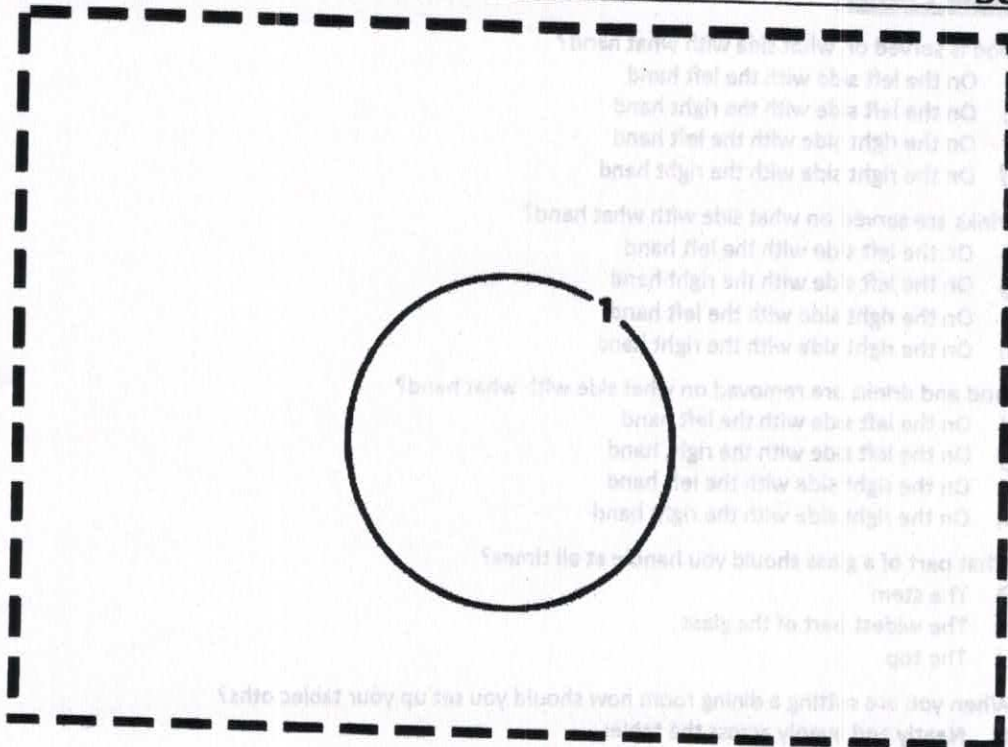
**Match the Correct Vocabulary**

- |                          |   |
|--------------------------|---|
| <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>B</u> French Passing  | D. Area for dirty dishware and glasses  |
| <u>G</u> Russian Service | <u>E</u> 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>✓</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**

- The utensils are placed \_\_\_\_\_ inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? \_\_\_\_\_
- Synchronized service is when: \_\_\_\_\_
- What is generally indicated on the name placard other than the name? \_\_\_\_\_
- The Protein on a plate is typically served at what hour on the clock? \_\_\_\_\_
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
\_\_\_\_\_