

# Kaena Hood

Los Angeles, CA  
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Authorized to work in the US for any employer

## Work Experience

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### **Theater Director/ Drama Teacher**

Treasure Coast High School - Port Saint Lucie, FL  
July 2018 to Present

As the Theater Director and Drama teacher for Treasure Coast high school I create engaging lesson plans, teach 7 classes of varying levels, lead drama club and direct the seasonal plays of each year. I won new teacher of the year for my school.

### **Dance Director**

The Bridge at Bethany - Port Saint Lucie, FL  
October 2016 to July 2018

The Praise Dance Director is in charge of choreographing, instructing and leading the Psalm 150 Dance Team at The Bridge at Bethany. Director works under the committees. Team performed for church events as well as the community and puts on an annual praise dance concert for the church and community.

### **Graduation Candidate Advocate**

Acceleration Academy - Port Saint Lucie, FL  
January 2017 to July 2017

Provides Graduation Candidates with personalized career and college oriented pathways.

Serves as teaching assistant to content coaches on site and liaisons/mentors to students.

Data entry work such as registering students, checking in and out, and keeping organized records of their files.

### **Teacher's Assistant**

Manhattan Youth Recreation - New York, NY  
October 2015 to July 2016

- Utilize a variety of teaching methods including lectures, media, group discussions, and role playing
- Received high remarks for the creativity of lesson plans and instructional techniques
- Supervise youth trips and performances
- Assist the dance and theater instructors with student activities and performances

### **Restaurant Cashier/Staff**

Jerk Hut Jamaican Grille & Rhum Bar - Tampa, FL  
January 2012 to August 2015

## Education

### **BA in Theater Arts**

University of South Florida : Tampa, FL  
March 2014

## Skills

Teacher Assistant, Dance/Choreography

## Awards

### **New Teacher of The Year/Treasure Coast High**

November 2017

## Groups

### **Delta Sigma Theta Sorority Inc.**

April 2013 to Present

## Additional Information

- Visionary equipped with strong leadership skills
- Ability to elicit confidence and build rapport
- Enthusiastic, dependable, and self-motivated

**Multiple Choice**-817%

- 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**D 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

H French Passing

D. Area for dirty dishware and glasses

B 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

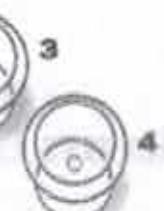
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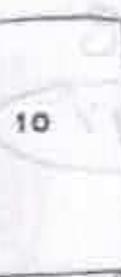
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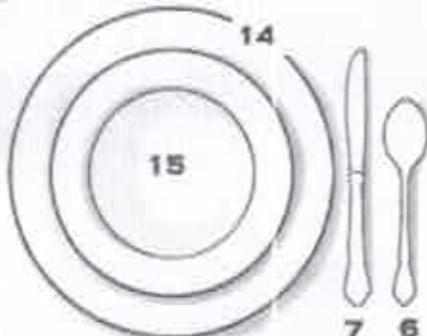
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10



9 8



14



7 6



5

Score / 35

Match the Number to the  
Correct Vocabulary

8 Dinner Fork

5 Tea or Coffee Cup and Saucer

7 Dinner Knife

4 Wine Glass (Red)

9 Salad Fork

14 Service Plate

3 Wine Glass (White)

10 Napkin

11 Bread Plate and Knife

1 Name Place Card

12 Teaspoon

13 Dessert Fork

6 Soup Spoon

15 Salad Plate

2 Water Glass

Fill in the Blank

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

2. Coffee and Tea service should be accompanied by what extras? sugar and cream

3. Synchronized service is when: All servers on deck proceed to serve all tables in orderly fashion

4. What is generally indicated on the name placard other than the name? the main entrée / seat number

5. The Protein on a plate is typically served at what hour on the clock? 9:00

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

Point them to alternative on menu, / or inform cook