

Kaena Hood

Los Angeles, CA
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(772)-626-3089

Authorized to work in the US for any employer

Work Experience

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

Name Kaena Hood

Servers Test

Score 27/35

Multiple Choice

-8

77%

- 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 | <input checked="" type="checkbox"/> A. Metal buffet device used to keep food warm by heating it over warmed water |
| <u>E</u> Queen Mary | <input checked="" type="checkbox"/> 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 | <input checked="" type="checkbox"/> C. Used to hold a large tray on the dining floor |
| <u>G</u> French Passing | <input checked="" type="checkbox"/> D. Area for dirty dishware and glasses |
| <u>B</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 | <input checked="" type="checkbox"/> F. Used to open bottles of wine |
| <u>C</u> Tray Jack | <input checked="" type="checkbox"/> G. Style of dining in which the courses come out one at a time |

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 Wafer Glas:

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 entree / 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