

# Kanisha Kindred

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## SKILLS

- Experienced in the food service industry with a passion for cooking and customer satisfaction
- Efficient administrative skills in a medical and general office environment
- Computer literate and trained in CPR & First Aid Care
- Great leadership skills, fast learner, adaptable with the strong ability to work well under pressure

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## WORK EXPERIENCE

### Security Guard

#### Hollywood Professionals Security

2016

- Monitored movie set equipment daily guaranteeing all materials remained in designated space
- Performed crowd control on set during meals and recess breaks ensuring smooth flow of foot traffic
- Patrolled filming site routinely safeguarding premises all around

### Caterer - Owner

#### Kyler's Catering Company, Los Angeles, CA

2015

- Prepared, cooked and packaged various types meals for the general public such as Soul Food, Hot Wings, Italian Pastas, custom sauces and other traditional American food
- Maintained supply inventory weekly and purchased all necessary catering items and ingredients
- Implemented great customer service, accurate cash handling, and put together all advertising efforts

### Server

#### American Girl Café at the Grove, Los Angeles, CA

2013

- Worked closely with restaurant management to immediately address all customer concerns and create a pleasant dining experience
- Prepared checks that itemized and totaled meal costs and sales taxes as well as collected cash or credit card payments from patrons
- Accurately took and placed all customer's orders ensuring items were served in a timely and efficient manner
- Performed cleaning duties such as sweeping, mopping, and washing dishes, to keep equipment and facilities sanitary

### Front Desk Associate

#### Crystal Dental, Los Angeles, CA

2011 - 2012

- Assisted Dentists with patient registration and appointment check-in
- Worked closely with various insurance companies to enter all billing and coding information
- Communicated with patients daily regarding their accounts and setting up payment plans
- Efficiently executed general office duties such as filing, copying, faxing and answering all inquiries via telephone or email

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## EDUCATION AND PROFESSIONAL DEVELOPMENT

### Dental Assistant Certificate

American Career College, Los Angeles, CA

2011

### General Education Diploma

American Career College, Los Angeles, CA

2011



Name Karisha Kindred  
Servers Test

Score 26/35

74%

**Multiple Choice**

- B 1) Food is served on what side with what hand?
- On the left side with the left hand
  - On the left side with the right hand
  - On the right side with the left hand
  - On the right side with the right hand
- A 2) Drinks are served on what side with what hand?
- On the left side with the left hand
  - On the left side with the right hand
  - On the right side with the left hand
  - On the right side with the right hand
- C 3) Food and drinks are removed on what side with what hand?
- On the left side with the left hand
  - On the left side with the right hand
  - On the right side with the left hand
  - On the right side with the right hand
- A 4) What part of a glass should you handle at all times?
- The stem
  - The widest part of the glass
  - The top
- B 5) When you are setting a dining room how should you set up your tablecloths?
- Neatly and evenly across the tables
  - The creases should all be going in the same directions
  - The chairs should be centered and gently touching the table cloth
  - All of the above
- d 6) If you bring the wrong entrée to a guest what should you do?
- Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
  - Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
  - Try to convince the guests to eat what you brought them
  - 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
- E Queen Mary
- A Chaffing Dish
- F French Passing
- B Russian Service
- F Corkscrew
- C Tray Jack

- Metal buffet device used to keep food warm by heating it over warmed water
- 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)
- Used to hold a large tray on the dining floor
- Area for dirty dishware and glasses
- Large metal shelving unit for prepared food to be held or for dirty trays to be stored
- Used to open bottles of wine
- Style of dining in which the courses come out one at a time



Karisha Kindred  
Score / 35

**Match the Number to the Correct Vocabulary**

- |           |                              |
|-----------|------------------------------|
| <u>8</u>  | Dinner Fork                  |
| <u>5</u>  | Tea or Coffee Cup and Saucer |
| <u>1</u>  | Dinner Knife                 |
| <u>3</u>  | Wine Glass (Red)             |
| <u>9</u>  | Salad Fork                   |
| <u>14</u> | Service Plate                |
| <u>2</u>  | Wine Glass (White)           |

- |           |                       |
|-----------|-----------------------|
| <u>10</u> | Napkin                |
| <u>11</u> | Bread Plate and Knife |
| <u>1</u>  | Name Place Card       |
| <u>12</u> | Teaspoon              |
| <u>13</u> | Dessert Fork          |
| <u>16</u> | Soup Spoon            |
| <u>15</u> | Salad Plate           |
| <u>17</u> | Water Glass           |

**Fill in the Blank**

- The utensils are placed 7 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Cream / Sugar
- Synchronized service is when Everything is delivered by the server at the same time
- What is generally indicated on the name placard other than the name? Seating Number
- The Protein on a plate is typically served at what hour on the clock? the half hour
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Notify the Chef