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Kayla Hyde

PROFILE

Energetic professional seeking a challenging position, offering a professional work ethic and dedication to the highest standard of work.

SKILLS

- Effective Administration Skills
- Efficiently Office Equipped
- Deadline/Schedule Oriented
- Strong Organizational Skills
- Accurate/Detail Organized
- Resourceful Problem Solver
- Professional Work Ethic

EXPERIENCE

Independent Child Care Services, El Centro, CA & Los Angeles, CA - Child Care Provider

- Observe and monitor children's play activities to ensure a safe play environment.
- Support children's emotional and social development, encouraging the understanding of others and positive self concepts.
- Communicate with children's parents/guardians about daily activities, behaviors and related issues.

Target, Culver City - Guest services

November 2014- December 2017

- Ensured all patrons had a pleasant experience in the retail establishment.
- Answered customers' questions about products, prices, and availability.
- Recommended products to customers, based on customers' needs and interests.

Personal Assistant, Los Angeles, CA - Creative Consultant/Assist

February 2016 - Current

- *Music Video Shoot* - Determine project goals, locations, and equipment needs by studying assignments and consulting with clients or advertising staff.
- *CharlieWilsonTV Uncut* - Provided technical and creative support for the development.

Bartending, Los Angeles, CA -Bartender/Server

- *Ivan Daniels Productions:*
 - Revolver, West Hollywood
 - Lure & Nirvana, Beverly Hills
 - Klub LA, Los Angeles
- *CharlieWilsonTV:*
 - Complex Theater, Hollywood
- *EJ (owner):*
 - The Arc Melrose, Hollywood

EDUCATION

Central Union High School – High School Diploma

August 2009 – MONTH 2013, El Centro, CA

West Los Angeles College – Some College

August 2015 – Current, Los Angeles, CA

Multiple Choice

A 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

-12

(6%).

D 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

A 3) Food and links 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

A 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

A 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

A 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

A Scultery

A. Metal buffet device used to keep food warm by heating it over warmed water

C Queen Mary

C. 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

A. Used to hold a large tray on the dining floor

D French Passing

D. Area for dirty dishware and glasses

G Russian Service

G. 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

E Tray Jack

E. Style of dining in which the courses come out one at a time



Score / 35

Match the Number to the
Correct Vocabulary

<u>8</u>	Dinner Fork
<u>5</u>	Tea or Coffee Cup and Saucer
<u>7</u>	Dinner Knife
<u>3</u>	Wine Glass (Red)
<u>9</u>	Salad Fork
<u>14</u>	Service Plate
<u>4</u>	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 5 inches inch(es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? water services
3. Synchronized service is when: everyone's being served @ same time
4. What is generally indicated on the name placard other than the name? their party count
5. The Protein on a plate is typically served at what hour on the clock? 6 pm
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? check with the kitchen ASAP