

# INDIA COE

3305 W. 112<sup>TH</sup> STREET • INGLEWOOD, CALIFORNIA • 90303  
PHONE (347) 818-5743 • E-MAIL [HONEYCOE1@GMAIL.COM](mailto:HONEYCOE1@GMAIL.COM)

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## **QUALIFICATIONS**

DIVERSE GUEST SERVICES-ORIENTED; EXPERIENCED IN BOTH CELEBRITY AND PRIVATE EVENTS, GALAS, BANQUETS; HIGHLY SELF-MOTIVATED AND GOAL-ORIENTED; DYNAMIC TEAM MEMBER; WELL ORGANIZED; AND DETAIL-ORIENTED; WORK WELL UNDER PRESSURE; EFFICIENT MULTI-TASKER; PROFESSIONAL AND ATTENTIVE.

## **CORE SKILLS**

FOOD AND BEVERAGE PREPARATION AND HANDLING; EXTENSIVE WINE SERVICE AND KNOWLEDGE; BEO (Banquet Event Order) CHART ACCUSTOMED; WORKPLACE SAFETY PRACTICES KNOWLEDGE; EVENT SETUP AND BREAKDOWN; ALERT AND EFFICIENT HANDLING.

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## **PROFESSIONAL EXPERIENCE**

### ***SPECIAL EVENTS STAFFING***

*10/2017 - Current*

PASADENA, CALIFORNIA

HIGH-END EVENT STAFFING

- Run food from kitchen to banquet hall on demand.
- Buffet set up with detail to food presentation standards ensuring safe food handling performance.
- Communicate with banquet supervisors, captains, and event organizers.
- Serve alcoholic and non-alcoholic beverages.
- Open wine and take drink orders from event attendees.
- Seating and table arrangement adherence often accompanied by special dietary requests.
- Utilize appropriate secure celebrity protocol at high-end events such as The SAG Awards, The Emmy Awards, and The Oscars.

### ***AT YOUR SERVICE STAFFING***

*08/2016 – 06/2017*

NEW YORK, NEW YORK

HOSPITALITY/EVENT STAFFING

- Set up tables, linens, chairs, and serving stations for full service banquet and gala events.
  - Maintain clean and organized dining area to facilitate workflows and minimize safety hazards.
  - Greet and welcome guests, and respond to specific requests in courteous manner.
  - Serve beverage and foods in designated order and quickly remove dishes and flatware at end of each course, meal, or function; replenish beverages and continually check with guests to ensure satisfaction.
  - Reset banquet as specified by supervisor to ensure readiness for other functions.
  - Utilized varying styles of service, such as Ballet and French service, according to client requests.
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**RED APPLE GROUP, INC.**  
NEW YORK, NEW YORK  
LUXURY RESIDENTIAL CONCIERGE

01/2015 – 6/2017

- In direct and consistent communication with Superintendent via email/ radio regarding immediate updates concerning resident maintenance requests, updates, and policy implementation from Management upon move-in as well as the duration of each lease.
- Ensure each resident of prompt updates regarding new front desk (Concierge) instructions within Building Link allowing resident, family and acquaintance permissions and visitation details according to resident specifications.
- Consistent Excel spreadsheet creation and updates concerning elevator inspections, electrical inspection appointments, fire hazard inspection and new resident lease start and move-in dates often requested by and provided to location Resident Manager.
- Keen attention to security matters by announcing each visitor to residents and colleagues followed by a sign-in process including ID, photos, company listing requirements and security (Pivot) camera monitoring in addition to ensuring unfamiliar and new guests be escorted by residents and colleagues.

**EDUCATION**

PASADENA CITY COLLEGE  
ENGLISH MAJOR (SCREENWRITING)  
Beginning: Fall 2017 – Current

PASADENA, CALIFORNIA

LONG ISLAND UNIVERSITY  
BUSINESS ENTREPRENEURSHIP  
Beginning: Winter 2016 – Winter 2017

BROOKLYN, NEW YORK



Name India Coe

## Servers Test

Score 135

-294%

Multiple Choice

2. 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
- 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
- d. 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
2. 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
- d. 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
- d. 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        | <del>A.</del> Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>E.</u> Queen Mary      | <del>B.</del> 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   | <del>C.</del> Used to hold a large tray on the dining floor  |
| <u>B.</u> French Passing  | <del>D.</del> Area for dirty dishware and glasses  |
| <u>G.</u> Russian Service | <del>E.</del> Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| <u>F.</u> Corkscrew       | <del>F.</del> Used to open bottles of wine   |
| <u>C.</u> Tray Jack       | <del>G.</del> Style of dining in which the courses come out one at a time  |



Score / 35

<u>8</u>	Dinner Fork
<u>5</u>	Tea or Coffee Cup and Saucer
<u>7</u>	Dinner Knife
<u>2</u>	Wine Glass (Red)
<u>9</u>	Salad Fork
<u>14</u>	Service Plate
<u>3</u>	Wine Glass (White)

- ### Fill in the Blank

1. The utensils are placed 2 to 3 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? cracker & sugar
3. Synchronized service is when: no plate is set down until the lead server indicates
4. What is generally indicated on the name placard other than the name? Food preference / allergies
5. The Protein on a plate is typically served at what hour on the clock? 6 o'clock
6. If a guest asks for a specialty dinner (i.e. Gluten Free or Vegetarian) you should do what immediately? Immediately take notes and either inform your captain or sous chef.