

**Michelle Dilworth**  
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### Hospitality Experience

Buffet Server

October 2018

QQQ Powershares Championship Golf Tournament  
Sherwood Oaks Country Club

Busser

October 2018

Adobe MAX Convention  
Los Angeles Convention Center

Hostess

TGI Fridays

1990 - 1991

Banquet Room Server

1985 - 1989 (Intermittently)

Forest Hills Jewish Community Center

- Provided table service to Temple patrons from fixed menu

Campus Cafeteria Assistant

Sept. 1986 - June 1987

SUNY Albany

- Prepared salad, set buffet items, served food, and stored leftovers

### Professional

Freelance Film Festival Coordinator, Editor, Proofreader, Writer

July 2004 - Oct. 2018

Stretch Films, Inc.

- Manage short film submissions to film festivals
- Edit new show proposals, proofread and draft story synopsis and treatments, convert treatments to script



Staff Writer

Jan. 1999 - July 2004

- Staff writer, animated Cartoon Network series "Courage, the Cowardly Dog"

#### Skills

- Mac/PC capable, Word proficient, Excel knowledge

#### Education

State University of New York  
at Albany

Master of Arts 1990, History  
Bachelor of Arts 1989, Political Science

Staff Writer  
Jan 1999 - July 2004  
• Staff writer: animated Cartoon Network series "Courage, the Cowardly Dog"

Skills  
• Microsoft capable, Word proficient, Excel knowledge

Education  
State University of New York  
at Albany  
Bachelor of Arts 1988, Political Science  
Master of Arts 1990, History

Multiple Choice

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

D Scullery

C Queen Mary

A Chaffing Dish

B French Passing

G Russian Service

F Corkscrew

E Tray Jack

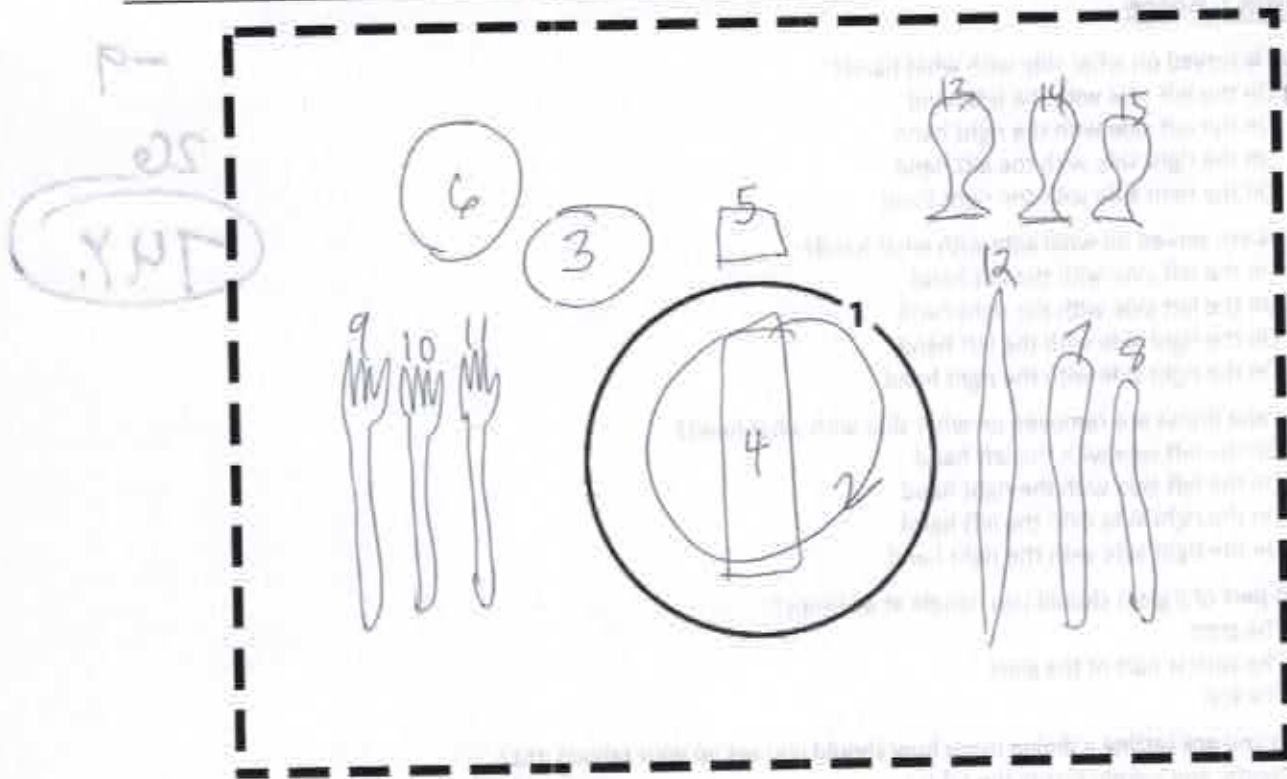
- A. Metal buffet device used to keep food warm by heating it over warmed water
- B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)
- C. Used to hold a large tray on the dining floor
- D. Area for dirty dishware and glasses
- E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored
- F. Used to open bottles of wine
- G. Style of dining in which the courses come out one at a time

-9

26

74%





Draw a formal place setting containing all of the following:

- |                            |                        |                               |
|----------------------------|------------------------|-------------------------------|
| 1. Service Plate           | <del>7. Teaspoon</del> | 13. Water Glass               |
| 2. Salad Plate             | 8. Soup Spoon          | <del>14. Red Wine Glass</del> |
| 3. Bread Plate & Knife     | 9. Salad Fork          | 15. White Wine Glass          |
| 4. Napkin                  | 10. Dinner Fork        |                               |
| 5. Name Place Card         | 11. Dessert Fork       |                               |
| 6. Tea/Coffee Cup & Saucer | 12. Dinner Knife       |                               |

Fill in the Blank

1. The utensils are placed 3 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? cream, sugar
3. Synchronized service is when: \_\_\_\_\_
4. What is generally indicated on the name placard other than the name? \_\_\_\_\_
5. The Protein on a plate is typically served at what hour on the clock? \_\_\_\_\_
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? \_\_\_\_\_