

Ashley Lawful

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Objective

- Secure employment within a company or agency with growth potential in which my skills and aptitudes can be exercised in new dimensions.

Education

BACHELORS | THE COLLEGE OF NEW ROCHELLE | SEPTEMBER 2014- CURRENT

- Major: Communications

HIGH SCHOOL DIPLOMA | CARNARSIE HIGH SCHOOL | SEPTEMBER 2003- JUNE 2007

- High School Regence Diploma

Professional Skills & Certifications

- 60+ WPM (Words Per Minute)
- Proficient in Microsoft Office
- 8hr Annual/ 16hr OJT
- NY Security License & Fire Guard
- CPR Certification

Experience

SECURITY SUPERVISOR | FJC SECURITY SERVICES |SEPTEMBER 2016- PRESENT

- Evaluate, assess, and analyze performance of security personnel
- Supervise and oversee security functions in an organization
- Provide a safe and secure living environment for women residing in DHS
- Ensure compliance of applicable policies and regulations while implementing security measures

WAITER/ SERVIR | HOSPITALITY STAFFING | SEPTEMBER 2015 - PRESENT

- Take orders and provides information about menu items and alternatives
- Serve meals to each table individually or as a team (3 plate service)
- Keep a constant eye on the table to gauge needs and fulfill them immediately
- Keep accurate numerical system in coat check areas to ensure patrons receive their items in a pleasant and timely fashion

FIELD MANAGER| EXECUTIVE CLEANING SERVICES |JANUARY 2014- JANUARY 2018

- Inspect site upon completion of cleaning staff to ensure high standards were being met
- Execute random check in's to verify workers were on site
- Completed weekly reports of client and employee feedback
- Conducted and supervised promotional events

SAFETY SUPERVISOR| HELP USA |AUGUST 2014- FEBRUARY 2016

- Conduct orientation and training of new recruits and safety officials
- Ran informational meeting for employees regarding proper health and safety habits and procedures at work
- Wrote reports detailing health and safety issues including daily facility activities data sheets
- Presented reports and suggestions for improvement to supervisory committee and company officials

SECURITY OFFICER | ALLIED BARTON|JULY 2014- FEBRUARY 2015

- Executed the protection and observation of Staten Island Ferry
- Reviewed and recorded information into a log book
- Searched facilities for unusual activity
- Monitored video surveillance

INVENTORY SPECIALIST| RGIS|JANUARY 2012- SEPTEMBER 2014

- Inventoried merchandise on the floor and back stock at various locations
- Recorded count of entire store
- Utilized and operated a RM-1 machine to input inventory information
- Exceeded the daily APH (Average Per Hour) with accuracy and integrity of the data collected

SALES REPRESENTATIVE| VERIZON |JUNE 2013- JUNE 2014

- Verbally pitched about the products in order to obtain sales
- Worked independently and in groups to obtain maximum sale opportunities
- Utilized a tablet to input orders
- Continuously met or exceed sale goals

RESERVATIONIST/ RECEPTIONIST | FEDORA |JANUARY 2012- AUGUST 2012

- Answered heavy phones, direct calls, took messages, and provided general information
- Heavy typing
- Heavy filing
- Made Appointments
- Placed orders for FOH and BOH

ADMINISTRATIVE ASSISTANT| SECURITAS SECURITY INC |MARCH 2009- JULY 2011

- Organized and scheduled meetings and appointments
- Assist in the preparation of regularly scheduled reports
- Take dictation
- Handle multiple projects

SALES ASSOCIATE| DUANE READE |SEPTEMBER 2007- JULY 2008

- Managed cash register and monetary transactions
- Cleaned, organized, and maintained facilities and merchandise
- Assisted in floor moves and display maintenance
- Performed customer service and relation duties

Servers Test

Multiple Choice

- C 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
- 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
- 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

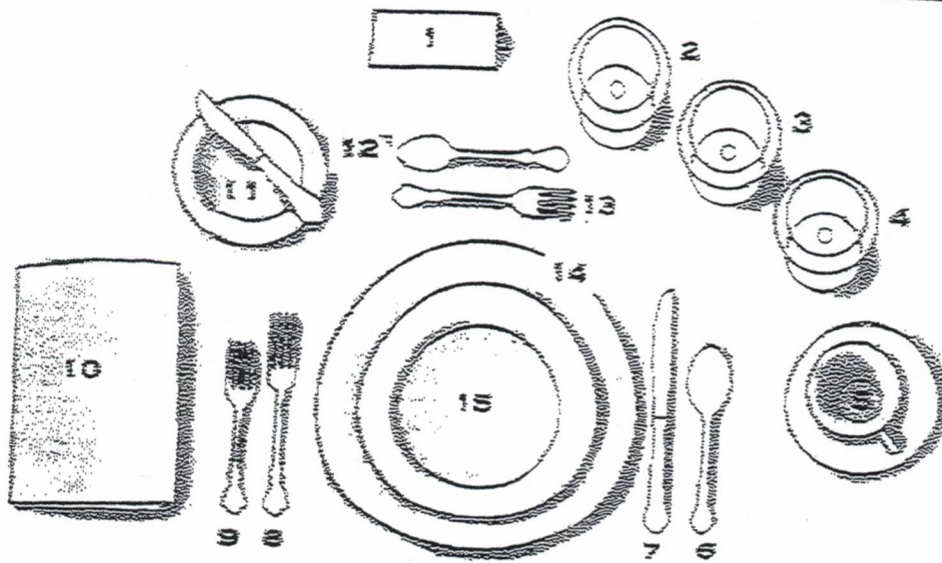
- D Scullery
E Queen Mary
A Chaffing Dish
AB French Passing
G Russian Service
F Corkscrew
C Tray Jack

- X 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)
L 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
C Style of dining in which the courses come out one at a time

Name Ashley Lawful

Servers Test

Score /35



Match the Number to the Correct Vocabulary

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

Fill in the Blank

- ☒ The utensils are placed 4 inch (es) from the edge of the table.
- ☒ Coffee and Tea service should be accompanied by what extras? Dessert ~~water~~
3. Synchronized service is when: All of the food is served to each table at once
- ☒ What is generally indicated on the name placard other than the name? Table Number
- ☒ The Protein on a plate is typically served at what hour on the clock? 9
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
Alert them that I have to check with the chef then inform the manager or ask the chef directly.