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# Denise Jones

<b>Objective</b>	To gain a permanent food service, cashier or concession stand position with a growing and stable company that can utilize and expand upon my skills, education and experience.	
<b>Experience:</b>	<b>06/2018- Current      F&amp;B Innovations, LLC</b>	Los Angeles, CA
	<b>Banquet Server/Concession Stand Lead</b>	
	<ul style="list-style-type: none"><li>▪ Prepare rooms for service, assist with table settings, buffet setup &amp; service</li><li>▪ Bartend &amp; food service at private and large tailgating events at Dodgers Stadium, Rose Bowl, Staples Center, LA Convention Center and Brookshire Golf Course</li><li>▪ Concession stand lead, bank authorization, cash handling, inventory, supervision of cashiers, cooks and runners</li><li>▪ Cash reconciliation, inventory reports, transfers, schedule employee meals and breaks</li><li>▪ Fire marshal, building &amp; safety and city health department inspections</li></ul>	
	<b>07/2016- 07/2018 Kamran Staffing/K. Bell Socks/Renfro, Inc.</b>	Inglewood, CA
	<b>Design Assistant</b>	
	<ul style="list-style-type: none"><li>▪ PLM date-entry, editing, job tracking, calendar, program level tech packs</li><li>▪ Graphic design assistance, execution &amp; communication to mills in China</li><li>▪ 5x5's, Color Rotation Asset creation by season, fit evaluations &amp; spec reviews</li><li>▪ Assist packaging with photography needs &amp; product catalog design in InDesign</li><li>▪ Follow-up on current trends for new ideas and inspiration, forecasting</li><li>▪ Graphing conversion for knitting (PointCarre), bitmaps and tiffs</li><li>▪ Pantone Swatch management, color trends, create color palettes w/ swatches</li><li>▪ Maintain department calendar and travel itineraries for 3 Executives</li></ul>	
	<b>11/2012- Current      Inkwood Grafx Printing</b>	Los Angeles, CA
	<b>Graphic Designer (Freelance)</b>	
	<ul style="list-style-type: none"><li>▪ Prepare bids on silk screen print job inquiries via email, website &amp; telephone</li><li>▪ Basic graphic design services to ready jobs for print</li><li>▪ Create t-shirt designs for retail &amp; wholesale sector</li><li>▪ Attend events for on-site custom printing, cashier, marketing and upsells</li><li>▪ Follow-up on current trends for new ideas and inspiration</li><li>▪ Create CAD-cut designs for apparel decorating &amp; custom t-shirts</li><li>▪ Experience in design programs: Photoshop, Illustrator, InDesign &amp; CorelDraw 08</li></ul>	



Tax Seasons: 08, 09, 11, 12, 13, 14    **Liberty Tax Service**

Long Beach, CA

**Marketing Director & Back-up Office Manager**

- Manage the marketing schedule for 3-5 locations
- Interview, hire, train & supervise 12 wavers for all stores
- Create, manage waver & flyer crews schedule
- Interview, hire, train & supervise 2- 5 person flyer crews for daily flyer distribution per Lib Tax Franchise guidelines and schedule
- Prepare & distribute waver & flyer crew payroll
- Assist location managers with B2B marketing; Tele-marketing calls
- Participate & Supervise staff for the Long Beach MLK parade
- Prepare & present presentations to graduating HS students on financial & income-tax basics
- Back-up manager & tax preparation, as needed
- Individual & Corporate tax preparation
- Bookkeeping, P & L, Balance sheets for Corporate returns

08/08-07/12    **MAD Logistics, LLC**

Long Beach, CA

**Bookkeeper/ Project Management/ Office Manager**

- HR, Payroll & 401(k) Administration; EDD & SBE Quarterly & year-end reports
- A/P, A/R & Collections; Vendor relations and issues
- Account reconciliation for Audit purposes; All banking & monetary transactions
- Reports directly to CPA; direct client interfacing
- Weekly Project Management, Materials & vendor research
- International bank wires

06/07-1988    Various administrative/clerical positions

Los Angeles County

**Computer Programs & Software Experience**

PC & Mac	AS400
MS Office	QuickBooks Premiere & Enterprise
Nextech	CalMed
Medisoft	CTEC Certified & Bonded Tax Preparer
Adobe Photoshop	Adobe Illustrator
Adobe InDesign	PointCarre
Corel Draw	Intuit Payroll
ADP Payroll	QuickBase
Sales Force	Constant Contact
Vertical Rep	Filemaker Pro

**References are available upon request**





Grill Cooks Test

-2- 28

40

95%

Multiple Choice Test (1 point each)

b 1) How much time should you take to wash your hands with soap?

- a) 1 minute
- b) 20 seconds
- c) Time does not matter, water temperature does
- d) 5 minutes

c 2) The recommended temperature for your refrigerator is...

- a) 45°F
- b) 50°F
- c) 40°F
- d) 20°F

d 3) Food handlers must always wash their hands

- a) Before starting work
- b) Switching between handling raw and ready-to-eat food
- c) After going to the restrooms
- d) All of the above

b 4) The most important reason for having food handlers wear hair restraints is to

- a) Prevent food from getting into food handlers' hair
- b) Prevent food handlers from contaminating their hands by touching their hair
- c) Keep the food handlers' hair in place
- d) None of the above

c 5) Which of these conditions requires immediate corrective action?

- a) Packaged food items are stored at least 6 inches above the floor
- b) Ice is being used to cool beef stew in a shallow pan
- c) Raw meats are stored on a shelf above ready-to-eat egg salad in the walk-in cooler
- d) Raw fish is stored above raw chicken in the walk-in freezer

c 6) Bacteria grow best in the temperature "danger zone" which includes temperatures between?

- a) 0°F and 100°F
- b) 32°F and 220°F
- c) 41°F and 135°F
- d) 39°F and 178°F

d 7) After cutting raw chicken, what should be done before the cutting board is used for slicing onions for salad?

- a) Clean the cutting board with a wet wiping cloth
- b) Turn the board over and use the other side
- c) Rinse the board with running water
- d) Wash, rinse, and sanitize the board prior to slicing the onions

d 8) Which of the following is NOT an approved method to thaw potentially hazardous foods?

- a) In a microwave oven
- b) During the cooking process
- c) Under cool running water
- d) On a clean counter, at room temperature

a 9) Wiping cloths stored submerged in a bucket of sanitizing solution are for:

- a) Wiping spills only
- b) Washing hands if the hand sinks are too far away
- c) Sanitizing the blade of utensils such as knives
- d) Maintaining moisture on the wiping cloth

## Grill Cooks Test

10) Food-handling gloves must be changed frequently and also:

- a) After handling garbage
- b) After every break
- c) After picking things up off the floor
- d) Between handling raw and cooked foods
- e) All of the above

11) A Julienne is:

- a) to cut food into 1 inch X 1 inch cubes
- b) A cooking method using high heat
- c) To cut food into 1/8 X 1/8 slices
- d) A rough cutting method producing oblong shapes

12) A gallon is equal to \_\_\_\_\_ ounces

- a) 56
- b) 145
- c) 32
- d) 128

13) How many cups are in a quart?

- a) 2
- b) 4
- c) 6
- d) 8

14) A Chiffonade is:

- a) To slice an herb or leafy vegetable into thin ribbons
- b) To de bone a fish
- c) Another name for parchment paper
- d) To cook food in liquid, or at just below the boiling point

15) Potentially hazardous hot foods must be maintained at an internal temperature of \_\_\_\_\_ or higher to be safe

- a) 145° F
- b) 135° F
- c) 160° F
- d) 180° F

16) Which of the following explains the process of poaching?

- a) Poke poultry on the thickest part in order to make sure it's tender
- b) To cook food in an oven that has reached 350° F
- c) Cook gently in water that is hot but not boiling (160°-180°)
- d) Submerge protein in boiling liquid to speed cooking time

17) If a recipe calls for 16oz of mirepoix, how many ounces of onion, celery, and carrots do you need?

- a) 8 oz of celery, 4 oz of onion, 4 oz of carrot
- b) 4 oz of celery, 8 oz of carrot, 4 oz of onion
- c) 4 oz of celery, 8 oz of onion, 4 oz of carrot
- d) 2 oz of celery, 10 oz of carrot, 2 oz of onion

18) Which of the following best describes braising?

- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

19) Which of the following best describes the process of Caramelization?



## Grill Cooks Test

- a) To cook quickly in a pan on top of the stove until food is browned
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20) What temperature should chicken be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

21) What temperature should ALL ground meat be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

22) What temperature should fish be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

23) What is a roux and what is it used for? (2 points)

Flour + Butter, used as a base for sauces  
to thicken

24) What is the process of making clarified butter, and why is clarified butter used? (3 points)

Removing the cream from butter by heating & carefully  
spooning out the solids. Cooking at higher temps

25) What are the 5 mother sauces? (5 points)

1. Bechamel
2. Veloute
3. Espagnole
4. Hollandaise
5. Tomato

26) What does it mean to season a grill and why is this process important? (3 points)

After cleaning grill, used to oil to season to prevent  
stickiness

27) What are the ingredients in Hollandaise sauce? (5 points)

Clarified Butter  
egg whites  
lemon  
Tabasco



**Servers Test**

**Multiple Choice**

D 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

A 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 dinning 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

8  
TY

**Match the Correct Vocabulary**

D Scullery

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

E Queen Mary

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)

A Chaffing Dish

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

B French Passing

D. Area for dirty dishware and glasses

G Russian Service

E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

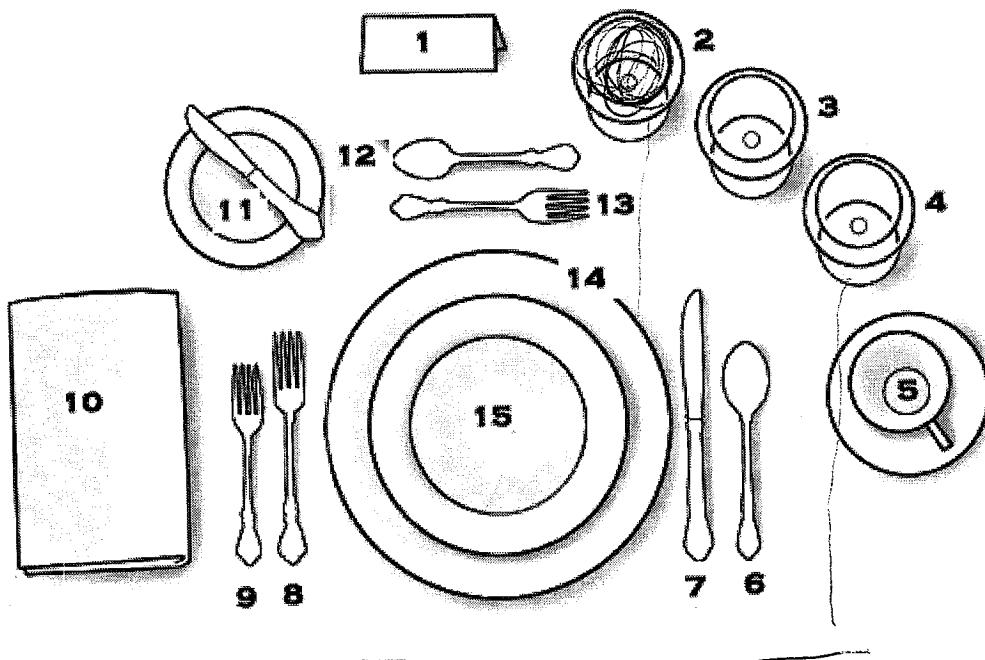
F Corkscrew

F. Used to open bottles of wine

C Tray Jack

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

**Servers Test**



**Match the Number to the Correct Vocabulary**

<u>10</u>	Napkin	<u>8</u> <u>9</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> <u>2</u>	Dinner Knife
<u>12</u>	Teaspoon	<u>18</u>	Wine Glass (Red)
<u>13</u>	Dessert Fork	<u>14</u> <u>15</u>	Salad Fork
<u>6</u>	Soup Spoon	<u>3</u>	Service Plate
<u>14</u>	Salad Plate		Wine Glass (White)
<u>4</u>	Water Glass		

**Fill in the Blank**

1. The utensils are placed 1 1/2" inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? sugar, creamer
3. Synchronized service is when: everyone at table served at same time
4. What is generally indicated on the name placard other than the name? Food Preference
5. The Protein on a plate is typically served at what hour on the clock? 15 min Cpm
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Inform Kitchen of special order