

Recd
12/17

Server

Tues
12/18
1pm

Paige McMillen

Red Bank, NJ

paigemcmillen3_kxj@indeedemail.com

7323379689

Paigemcmillen@aol.com

Dedicated, motivated Individual in search of a full-time position.

Authorized to work in the US for any employer

Work Experience

Manager/Server/Bartender

Bay Pointe Inn - Highlands, NJ

August 2017 to Present

- Scheduling staff
- Organizing private parties
- Hiring Process
- Floor duties
- Engaging with customers
- Problem solving
- Money management

Bartender/Server

Ama Ristorante - Sea Bright, NJ

February 2017 to June 2017

Fine Dining

Extensive wine knowledge

Hospitable

Perform tasks in timely manner

Bartender and Server

Tommys Coal Fired Pizza - Red Bank, NJ

January 2016 to September 2016

- Hospitality
- Cleaning
- Serving customers
- Answering phones
- Knowledgeable of menu and alcohol
- Closing the restaurant at the end of the night
- Counting and assuring cash drawers are adiquate
- Dropping cash at the end of the night
- Upselling

Receptionist

Monmouth Pulmonary Consultants - Eatontown, NJ

May 2013 to January 2016

- Organizing schedules
- Filing
- answering phone calls
- Mailing letters
- insurance company knowledge
- Calling hospitals and specialty offices for patients consults
- Give patient medication samples
- Organize inventory samples

Bartender/Key Holder

Texas Roadhouse

August 2014 to December 2015

Part-Time keyholder (assistant manager duties)

Inventory for orders

Shift leader

Organized servers side work and cut

Money management

Monitored labor cost during shifts hourly

Real Estate Assistant

Coldwell Banker - Middletown, NJ

February 2014 to October 2015

Booking Apointments

Microsoft

Excel

Helping clients with contracts, listings, and organizing portfolios

Showing houses

Phone calls

Filing

Health Aid (Intern)

Arnold Walter Nursing Home

December 2012 to May 2013

Education

CHHA in Nursing

Monmouth County Vocational School District - Middletown, NJ

2011 to 2013

High school or equivalent

Middletown H S North

Skills

Microsoft (10+ years), Medical Terminology (4 years), Microsoft Office (7 years), Intergalactic EHR Program (3 years), Microsoft PowerPoint (6 years), Insurance Verification, Hipaa, Tips (4 years), Restaurant Server, Hostess, Host, Waiter, Waitress, Mixologist, Bartending

Awards

Civic Leader

Obtained through High School Course

Certifications/Licenses

CPR

BLS, ACLS

CHHA

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

Wd

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 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

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

E Queen Mary

X 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)

F Chaffing Dish

X Used to hold a large tray on the dining floor

G French Passing

X Area for dirty dishware and glasses

H Russian Service

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

I Corkscrew

X Used to open bottles of wine

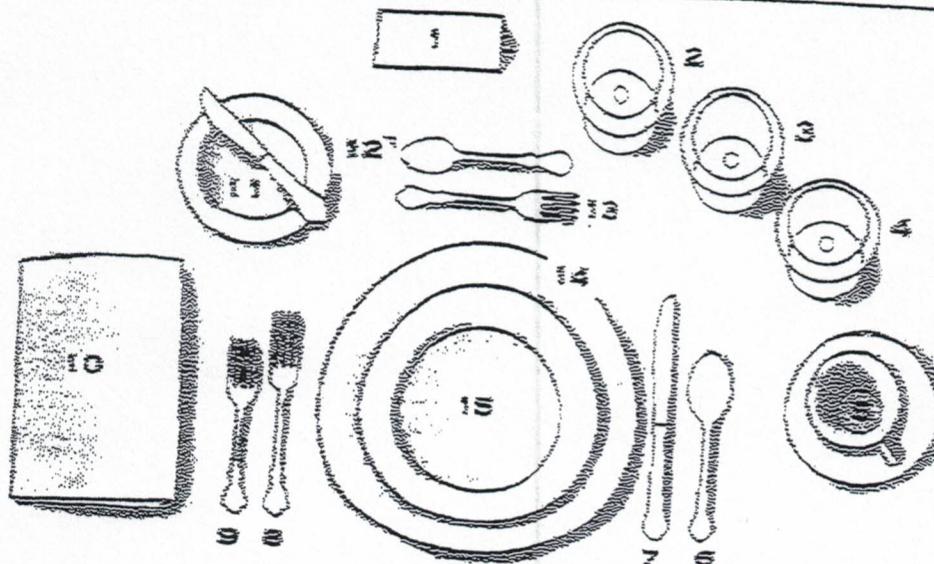
J Tray Jack

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

Name Paige McMiller

Score / 35

Servers Test



Match the Number to the Correct Vocabulary

<u>10</u>	Napkin
<u>11</u>	Bread Plate and Knife
<u>12</u>	Name Place Card
<u>13</u>	Teaspoon
<u>14</u>	Dessert Fork
<u>15</u>	Soup Spoon
<u>16</u>	Salad Plate
<u>17</u>	Water Glass

<u>1</u>	Dinner Fork
<u>2</u>	Tea or Coffee Cup and Saucer
<u>3</u>	Dinner Knife
<u>4</u>	Wine Glass (Red)
<u>5</u>	Salad Fork
<u>6</u>	Service Plate
<u>7</u>	Wine Glass (White)

Fill in the Blank

1. The utensils are placed _____ inch(es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? sugar, milk, creamer, dessert
3. Synchronized service is when: serving courses in orderly fashion
4. What is generally indicated on the name placard other than the name? Seat # table number
5. The Protein on a plate is typically served at what hour on the clock? 12
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? speak to expo chef