

Rec'd  
12/17

Server

Tues  
12/18  
1pm

# Paige McMillen

Red Bank, NJ

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Dedicated, motivated Individual in search of a full-time position.  
Authorized to work in the US for any employer

## Work Experience

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### 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 adequate
- 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 Apooointments

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**

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### **CHHA in Nursing**

Monmouth County Vocational School District - Middletown, NJ

2011 to 2013

### **High school or equivalent**

Middletown H S North

## **Skills**

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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

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### **Civic Leader**

Obtained through High School Course

## Certifications/Licenses

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**CPR**

**BLS, ACLS**

**CHHA**

Name Paige McMullen

**Servers Test**

Score 23/35

**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 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**

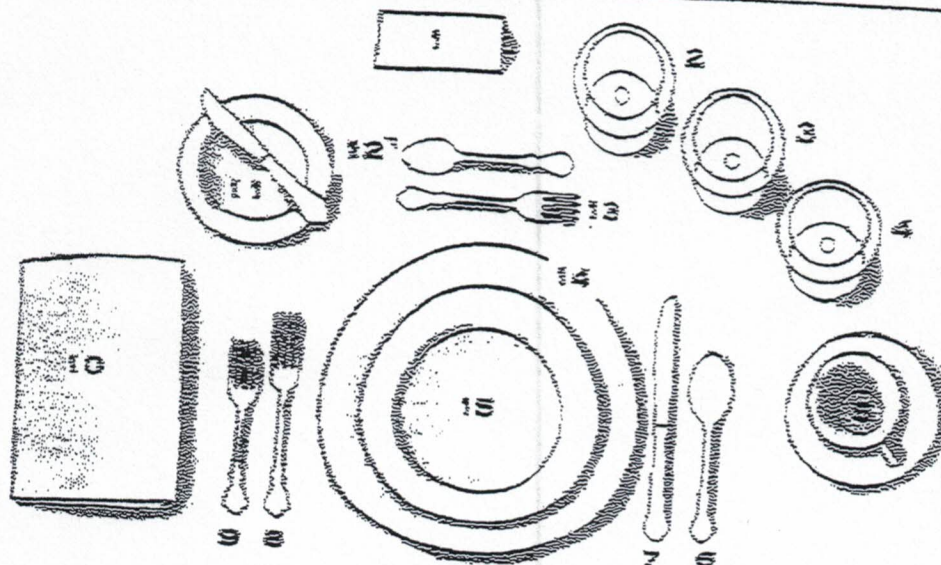
- |                             |   |
|-----------------------------|---|
| <u>D</u> Scullery           | <del>X</del> Metal buffet device used to keep food warm by heating it over warmed water   |
| <del>X</del> Queen Mary     | <del>X</del> Style of service where food is prepared or served individually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



Name Paige McMillan

# 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>9</u>	Tea or Coffee Cup and Saucer
<u>1</u>	Name Place Card	<u>7</u>	Dinner Knife
<u>12</u>	Teaspoon	<u>4</u>	Wine Glass (Red)
<u>9</u>	Dessert Fork	<u>13</u>	Salad Fork
<u>6</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>3</u>	Wine Glass (White)
<u>2</u>	Water Glass		

## Fill in the Blank

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