

CHRISTINE KILYK
christine.kilyk@yahoo.com
cell: (310) 275-9300

SUMMARY:

A dynamic and sharp professional with a broad range of work experience in Sales, Publicity and Administration. An exceptional problem solver who thrives on challenges and utilizes a high level of passion and commitment to achieve shared company goals and objectives. Working with celebrities and powerful executives has given the ability to work with all personalities in an extremely confidential and fast-paced environment. Latest experience as a Caregiver has given deep experience in patience, understanding and compassion.

PROFESSIONAL EXPERIENCE:

CAREGIVER

New Jersey

2009-present

Provide daily care including dispensing medication, physical therapy and management of doctor/patient communication

- Ability to perceive and deal with sensitive issues while maintaining confidentiality and objectivity
- Ability to create daily activities while understanding the confines of patient
- Record keeping skills to maintain legible, accurate and up-to-date logs so information can be easily and readily available
- Responsible for ordering of medical supplies and maintenance of billing

NEWS CORPORATION, BI-COASTAL CORPORATE FLOATER

Los Angeles & NYC

2007-2009

Corporate EA covering New Corp offices in LA and NY including the NY Post, PageSix.com, Directv, and various Presidents between the Los Angeles lot and Manhattan offices

- Must be able to drop-in at any level and at every pace
- Responsible for all EA duties many times without instructions and varying and demanding personalities at every level
- Responsible for making executive feel a smooth transition and ability to take charge for a smooth change-over

FOX SEARCHLIGHT PICTURES

Los Angeles, CA

2000-2007

Executive Assistant to President of Film Studio

- Meticulous attention to detail
- Quick and independent thinker
- Ultra multi-tasking
- Liaison between directors, producers, writers, actors and President of Film Studio
- Assist in all phases of pre-production, production and post-production of filmmaking
- Coordinate extremely busy calendar, answer heavy phones and troubleshoot inquiries
- Responsible for keeping track of project submissions from literary agents and managers
- Schedule all pitch meetings and screenings for President
- Responsible for extensive travel itineraries, daily itineraries, expense reporting and correspondence
- Emphasis on confidentiality on all of these levels

FOX SPORTS/TWENTIETH CENTURY FOX TV & FILM

Los Angeles, CA

1997-2000

Administrative Assistant to various Sports, TV & Film upper level Executives

- Ability to 'drop-in' to new and unfamiliar situations and maintain the flow of each executive's daily routine
- Heavy phones and phone logs, scheduling calendar
- Responsible for weekly Sports Production Report

MVG PUBLISHING

Munich, Germany/Beverly Hills, CA

1994-1997

- US Correspondent for International Entertainment Magazine (pre-internet) comparable to Entertainment Weekly
- Wrote monthly articles on the Los Angeles Music, Film and Television scene
- Produced photo sessions for upcoming fashions and gadgets
- Interviewed entertainment personalities
- Procured celebrity photos from wire services across the nation

VIRGIN RECORDS**1991-1994****Beverly Hills, CA**

Publicist for International Record Company

- Obtain publicity for upcoming recording artists via TV appearances & magazine and newspaper coverage
- Coordinated photo sessions between artists and national magazines
- Responsible for press kit creation
- Assisted in Marketing of 'hype' campaigns
- Compile and distribute weekly publicity reports to disseminate to field promotional staff and national sales staff
- Assisted in organizing all guest lists for concerts and parties
- Liaison between artists and journalists

TAG-HEUER**1988-1991****Century City, CA**

Marketing & Sales Representative for major Swiss sports watch company in the Los Angeles territory

- Responsible for west coast marketing of newest catalog of product
- Initiated in-house promotional department
- Organization & preparation of US trade shows
- Managed west coast office and all inventory of product

EDUCATION:**Bachelor of Science Degree/3.9 GPA****Rutgers University, New Brunswick, NJ**

Double Major: Economics/Communications

Minor: Photography

Computer Skills: Microsoft Word, Outlook, Excel, FileMaker Pro, Groupwise*References furnished upon request*

FOOD INDUSTRY EXPERIENCE

CHRISTINE KILYK

(732) 969-0520

Truffles Restaurant

Madison Avenue

NYC

Confetti Restaurant

Madison Avenue

NYC

Miscellaneous Catering in and around NYC

St. James' Hotel

Sunset Blvd

West Hollywood, CA

Argyle Hotel

Sunset Blvd

West Hollywood, CA

Riveria Country Club

Sunset Blvd

Pacific Palisades, CA

Miscellaneous catering in the Los Angeles and San Diego areas

Name

Christine Kilyk

Servers Test

Score 21 / 35

Multiple Choice

- A 6 X 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
- a X 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
- B X 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

77%

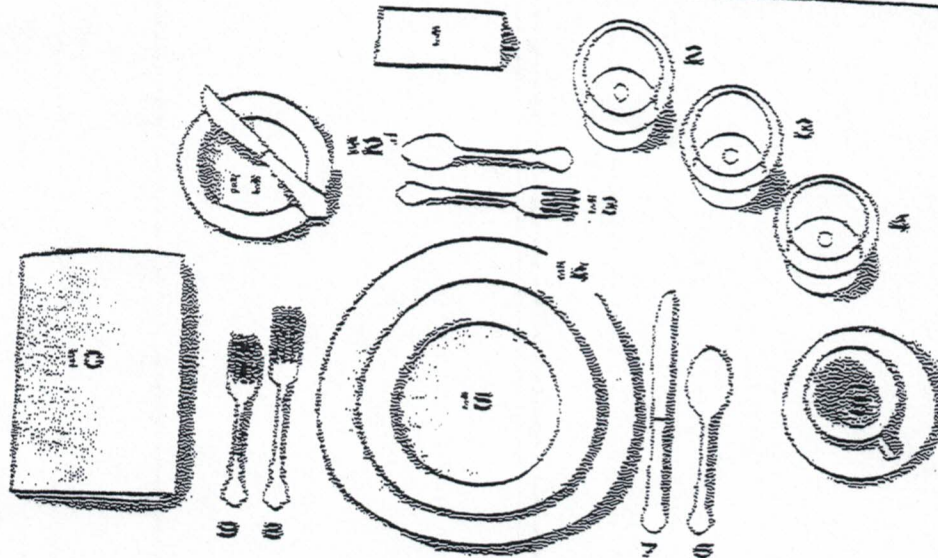
X

Match the Correct Vocabulary

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

Name _____
Servers Test

Score / 35



Match the Number to the Correct Vocabulary

- | | | | |
|----|-----------------------|----|------------------------------|
| 10 | Napkin | 8 | Dinner Fork |
| 11 | Bread Plate and Knife | 5 | Tea or Coffee Cup and Saucer |
| 12 | Name Place Card | 7 | Dinner Knife |
| 13 | Teaspoon | 2 | Wine Glass (Red) |
| 14 | Dessert Fork | 9 | Salad Fork |
| 15 | Soup Spoon | 14 | Service Plate |
| 16 | Salad Plate | 3 | Wine Glass (White) |
| 4 | Water Glass | | |

Fill in the Blank

1. The utensils are placed 2" inch(es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? sugar/milk
3. Synchronized service is when: guests served all at once
4. What is generally indicated on the name placard other than the name? table #
5. The Protein on a plate is typically served at what hour on the clock? 9 pm 10 o'clock
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? let chef know