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ALBANIA REYES
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OBJECTIVE

To acquire a position where my previous experience can be utilized for the benefit of the company and where advancement can be realized for my initiative, imagination, creativity and diligence.

WORK HISTORY

Jan 2003- Present Legal Secretary II, Office of the Public Defender, Hudson Region, Jersey City, NJ

Prepare court correspondence for assigned attorneys, as well as prepare certifications, motions, and subpoenas. Responsible for ordering all discovery for corresponding cases. Submit investigation requests, at assigned attorneys' advisement to the Investigations Unit.

Senior Clerk Typist, Office of the Public Defender, Hudson Region, Jersey City, NJ-

Handled invoicing for over 27 pool attorneys, process paperwork related to file closing and appeals. Responsible for reassigning cases when conflict of interests arise, and assign them to pool attorneys. Prepared Appearance of Counsel for these reassignments. Assisted my Supervisor with new client applications (5A). Performed research utilizing the New Jersey Judiciary Data Center (ATS/ACS systems). Assisted in reception duties. Translated Spanish written documents to English, and serve as an interpreter, when needed. Ordered transcripts and discovery available pertaining to the cases being handled by attorneys assigned to me.

Clerk Typist, Office of the Public Defender, Bergen Region, Hackensack, NJ

Handled invoicing for over 30 pool attorneys and processed paperwork related to file closings and appeals. Responsible for the Violation of Probation court schedule, and Invocation of Rights forms for all the new files. Assisted my supervisor with new client applications (5A) and their Appearance of Counsel forms, when needed. Performed research utilizing the New Jersey Judiciary Data Center (ATS/ACS systems). Assisted in reception duties. Translated Spanish written documents to English, and served as an interpreter, when needed. Coordinated attorney/client video conferences.

July 2018- Present Beer-tender, Delaware North -MetLife Stadium, East Rutherford, NJ

Tend to guests. Comprehensive knowledge of operational duties, such as handling incoming inventory, and pricing of goods. Knowledge of POS (Point of Sale System).

Nov 2014- June-2018 Bartender, The Venetian Catering and Special Events Garfield, NJ

3+ years' progressive experience in diverse bar settings (conventions, private events, etc.), Highly skilled in mixing, garnishing and serving drinks in keeping with bar's specifications. Comprehensive knowledge of inventory on hand, drink mechanics, and drink pricing. Ability to keep the bar organized, stocked and clean. Provide customer service to guests in selecting menu items. Work well in fast paced environments. Responsible for maintaining inventory, as necessary.

July 2014- August 2016 Safety Services, MetLife Stadium, East Rutherford, NJ

Administer crowd management at venue by making sure all guests comply with MLS rules. Responsible for memorializing incidents that take place within the venue.

SKILLS/ CERTIFICATIONS

Proficient in handling most office equipment.
Bilingual: Spanish and English
New Jersey Public Notary
Good Interpersonal and communicational skills
TIPS Certified

EDUCATION

Bergen Community College, Paramus, NJ - May 2013
Bergen County Technical School, Hackensack, NJ - June 1996

Name Albania Hayes
Servers Test *Bartender* Score 23/35

Multiple Choice

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

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

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

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

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

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

A Scullery X

B Queen Mary X

C Chaffing Dish X

D French Passing X

E Russian Service X

F Corkscrew

G Tray Jack

A 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)

C 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

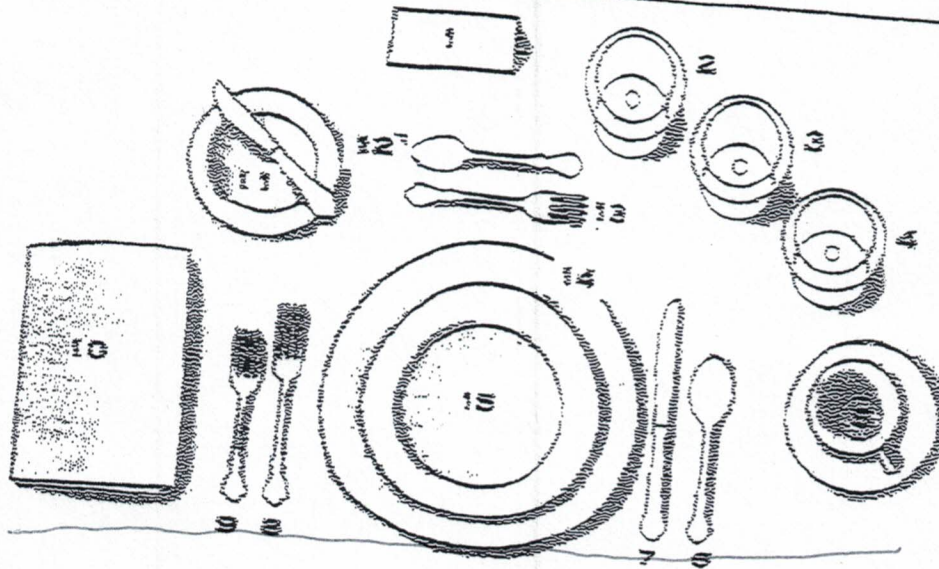
F Used to open bottles of wine

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

Servers Test

Name _____

Score / 35



Match the Number to the Correct Vocabulary

- 10 Napkin
- 11 Bread Plate and Knife
- 12 Name Place Card
- 13 Teaspoon
- 14 Dessert Fork
- 15 Soup Spoon
- 3x Salad Plate
- Water Glass

- 8 Dinner Fork
- 5 Tea or Coffee Cup and Saucer
- 7 Dinner Knife
- 2 Wine Glass (Red)
- 9 Salad Fork
- 14 Service Plate
- 4x Wine Glass (White)

Fill in the Blank

1. The utensils are placed 3" 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: same time
4. What is generally indicated on the name placard other than the name? 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? check