

# **Edith A. Thomas**

264 Amherst Street  
East Orange, New Jersey 07018  
Cell: (862) 621-8336  
ethomas970@yahoo.com

## **OBJECTIVE**

To secure a professional position that will utilize exceptional teaching and training skills.

## **EDUCATION**

**Essex County College, Newark, NJ**  
Associate in Arts, Education

December 2010

## **EXPERIENCE**

**Edith Thomas Tax Preparer, East Orange, NJ**  
Tax Preparer/ Outside Loan Officer/ Entrepreneur

12/2011 - Present

- Prepare individual and business tax returns
- Schedule appointments and plan meetings
- Provide additional information and amendments to clients and the IRS
- Handle general bookkeeping duties including payroll
- Independent Contractor, UBS 12/2007, U.S Census 04/2010,
- Owner of Company called Miracle Rose Bud

**Rose Mortgage, Parsippany, NJ**  
Customer Service/ Telemarketer

10/2004 - 11/2007

- Performed over 450 cold calls a day
- Assisted Loan Officers and ran credit reports
- Handled customer phone calls and addressed questions or concerns

**Ace Convenience Store, East Orange, NJ**  
Manager/ Owner

02/1993 - 02/2004

- Purchased merchandise and set prices per item
- Generated cost comparisons and effectively displayed merchandise for sale
- Managed payroll and both accounts receivable and accounts payable ledgers

## **SKILLS**

- Microsoft Office 2010 (Outlook, Word, Excel, PowerPoint); Tax Relief
- Excellent management and training skills; Good with numbers; Strong interpersonal skills; detail orientated and excellent communication skills.

**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 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

24/35

68%

**Match the Correct Vocabulary**

E ~~Scullery~~

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

G ~~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

C ~~Russian Service~~

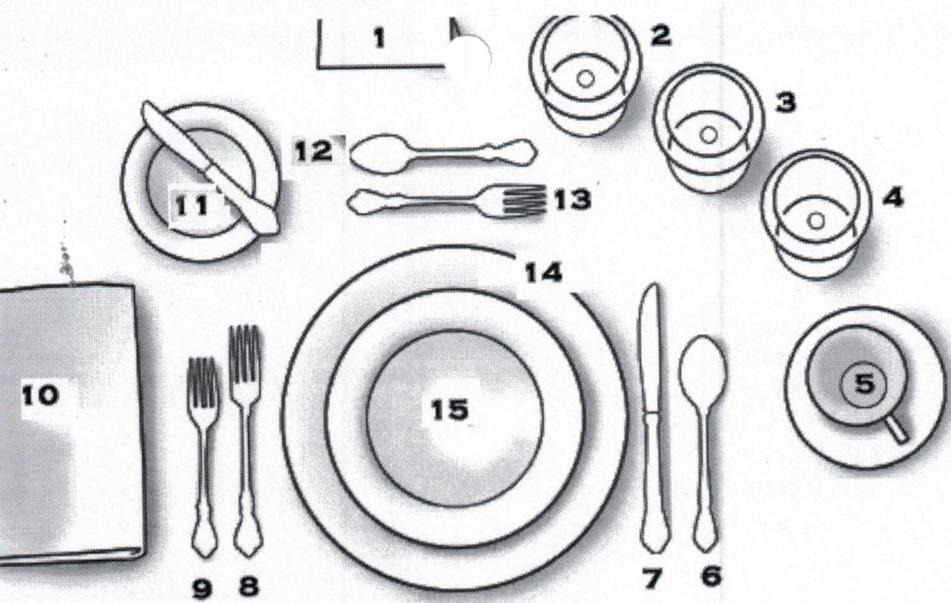
E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F ~~Corkscrew~~

F. Used to open bottles of wine

D ~~Tray Jack~~

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



Match the Number to the  
Correct Vocabulary

1  
5  
7  
3  
9  
14  
4

Dinner Fork  
Tea or Coffee Cup and Saucer  
Dinner Knife  
Wine Glass (Red)  
Salad Fork  
Service Plate  
Wine Glass (White)

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

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 bowl + milk

3. Synchronized service is when: \_\_\_\_\_

4. What is generally indicated on the name placard other than the name? Company or party giving party

5. The Protein on a plate is typically served at what hour on the clock? main course

6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
go to kitchen & get it or tell manager