

Joe Tamayo

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11543 Sylvan Street, #4 North Hollywood, CA, 91606

Direct: 650-278-3261

Dear Sir or Madam:

As a highly skilled Hospitality Service Professional and Certified Event & Meeting Planner, I have proven experience in building professional relationships, enhancing internal and external productivity, and anticipating clients' needs. I believe my talents will allow me to excel as an Payroll Administrative Assistant with you.

I possess 9 years of experience of successful problem-solving skills, dealing with ambiguity and managing fast-paced logistic operations with multi-faceted task lists. I have developed the type of skills that are particularly effective at fully-engaging customers and increasing both repeat business and revenue.

In addition to managing meetings and events onsite and offsite, I've also been part of an industry that understands that my exceptional attention to detail and organizational skills are a key component of a broader strategy for long-term growth and steady gains for bottom line results.

Therefore, I can support upper management and other departments by being responsive to their expressed and unexpressed wishes and needs that set the stage for long-term success.

Thank you for your consideration.

Respectfully,

Joe Albert Tamayo, CEMP

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PROFESSIONAL OBJECTIVE

Events professional with 9 years of experience seeking higher opportunity in administration and business management

RELATED EMPLOYMENT

Black Label Affairs

Owner/ Event Manager

North Hollywood, CA
1/16-Present

Blaghaus Restaurant

General/Events Manager

North Hollywood, CA
8/15-11/17

InterContinental Mark Hopkins Hotel

Catering Sales & Convention Services Coordinator
Assistant to 2 Directors and 7 Managers for:
Luxury Hotel and Luxury Convention Hotel

San Francisco, CA
10/12-11/14

The Ritz Carlton Hotel

Junior Event Coordinator
Assisted 5 Event Managers, Banquet Director,
3 Banquet Managers

Half Moon Bay, CA
5/10- 9/12

Paula Leduc Fine Catering

Event/ Culinary Intern
Assistant to Event Coordinators & Chef

Emeryville, CA
9/09- 3/10

EDUCATION & RELEVANT COURSEWORK

San Francisco State University

Certified Meeting & Event Planner

San Francisco, CA
6/12

Le Cordon Bleu California Culinary Academy

A.O.S in Hospitality & Restaurant Management,

San Francisco, CA
12/09

CERTIFICATIONS AND AFFILIATIONS

California Certified Event & Meeting Planner 2012-present

Grill Cooks Test

Score 39 / 40

Multiple Choice Test (1 point each)

1
97.5%

- B 1) How much time should you take to wash your hands with soap?
- a) 1 minute
 - ☒ b) 20 seconds
 - c) Time does not matter, water temperature does
 - d) 5 minutes
- C 2) The recommended temperature for your refrigerator is...
- a) 45°F
 - ☒ b) 50°F
 - ☒ c) 40°F
 - d) 20°F
- D 3) Food handlers must always wash their hands
- a) Before starting work
 - b) Switching between handling raw and ready-to-eat food
 - c) After going to the restrooms
 - d) All of the above
- C 4) The most important reason for having food handlers wear hair restraints is to
- a) Prevent food from getting into food handlers' hair
 - ☒ b) Prevent food handlers from contaminating their hands by touching their hair
 - c) Keep the food handlers' hair in place
 - d) None of the above
- C 5) Which of these conditions requires immediate corrective action?
- a) Packaged food items are stored at least 6 inches above the floor
 - b) Ice is being used to cool beef stew in a shallow pan
 - c) Raw meats are stored on a shelf above ready-to-eat egg salad in the walk-in cooler
 - d) Raw fish is stored above raw chicken in the walk-in freezer
- C 6) Bacteria grow best in the temperature "danger zone" which includes temperatures between?
- a) 0°F and 100°F
 - b) 32°F and 220°F
 - c) 41°F and 135°F
 - d) 39°F and 178°F
- D 7) After cutting raw chicken, what should be done before the cutting board is used for slicing onions for salad?
- a) Clean the cutting board with a wet wiping cloth
 - b) Turn the board over and use the other side
 - c) Rinse the board with running water
 - d) Wash, rinse, and sanitize the board prior to slicing the onions
- P 8) Which of the following is NOT an approved method to thaw potentially hazardous foods?
- a) In a microwave oven
 - b) During the cooking process
 - c) Under cool running water
 - d) On a clean counter, at room temperature
- A 9) Wiping cloths stored submerged in a bucket of sanitizing solution are for:
- a) Wiping spills only
 - b) Washing hands if the hand sinks are too far away
 - c) Sanitizing the blade of utensils such as knives
 - d) Maintaining moisture on the wiping cloth

Grill Cooks Test

E

10) Food-handling gloves must be changed frequently and also:

- a) After handling garbage
- b) After every break
- c) After picking things up off the floor
- d) Between handling raw and cooked foods
- e) All of the above

C

11) A Julienne is:

- a) to cut food into 1 inch X 1 inch cubes
- b) A cooking method using high heat
- c) To cut food into 1/8 X 1/8 slices
- d) A rough cutting method producing oblong shapes

D

12) A gallon is equal to _____ ounces

- a) 56
- b) 145
- c) 32
- d) 128

B

13) How many cups are in a quart?

- a) 2
- b) 4
- c) 6
- d) 8

A

14) A Chiffonade is:

- a) To slice an herb or leafy vegetable into thin ribbons
- b) To de bone a fish
- c) Another name for parchment paper
- d) To cook food in liquid, or at just below the boiling point

B

15) Potentially hazardous hot foods must be maintained at an internal temperature of _____ or higher to be safe

- a) 145° F
- b) 135° F
- c) 160° F
- d) 180° F

C

16) Which of the following explains the process of poaching?

- a) Poke poultry on the thickest part in order to make sure it's tender
- b) To cook food in an oven that has reached 350° F
- c) Cook gently in water that is hot but not boiling (160°-180°)
- d) Submerge protein in boiling liquid to speed cooking time

C

17) If a recipe calls for 16oz of mirepoix, how many ounces of onion, celery, and carrots do you need?

- a) 8 oz of celery, 4 oz of onion, 4 oz of carrot
- b) 4 oz of celery, 8 oz of carrot, 4 oz of onion
- c) 4 oz of celery, 8 oz of onion, 4 oz of carrot
- d) 2 oz of celery, 10 oz of carrot, 2 oz of onion

C

18) Which of the following best describes braising?

- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

Grill Cooks Test

B

19) Which of the following best describes the process of Caramelization?

- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

C

20) What temperature should chicken be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

B

21) What temperature should ALL ground meat be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

A

22) What temperature should fish be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

23) What is a roux and what is it used for? (2 points)

equal parts flour/butter

24) What is the process of making clarified butter, and why is clarified butter used? (3 points)

*Butter that is cooked down to remove impurities
to increase smoking point*

25) What are the 5 mother sauces? (5 points)

1. *Veloute*
2. *Hollandaise*
3. *Tomato*
4. *Espagnole*
5. *Bechamel*

26) What does it mean to season a grill and why is this process important? (3 points)

*to coat heat surface with fat content (oil, butter etc)
to cook without sticking*

27) What are the ingredients in Hollandaise sauce? (5 points)

Butter, egg yolk, lemon juice, Cayenne, salt

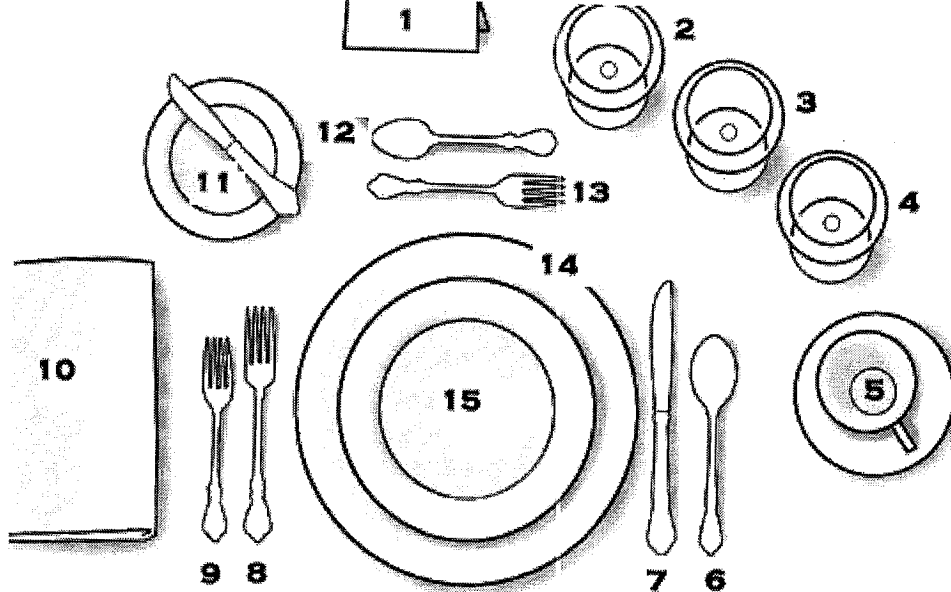
Multiple Choice

100%

- A 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
- D 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 | A. Metal buffet device used to keep food warm by heating it over warmed water |
| <u>E</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> Chaffing 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>F</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 |



Score / 35

Match the Number to the Correct Vocabulary

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

- 10 Napkin
11 Bread Plate and Knife
1 Name Place Card
12 Teaspoon
13 Dessert Fork
6 Soup Spoon
15 Salad Plate
7 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 & Creams
- Synchronized service is when: each course is served at the same time
- What is generally indicated on the name placard other than the name? Entree Choice
- The Protein on a plate is typically served at what hour on the clock? 6 o'clock (P)
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
talk to captain immediately

Multiple Choice (6 points)

100%

- D 1) Carbonation _____ the rate of intoxication.
a) Slows down
b) Speeds up
c) Does nothing to
- B 2) What are the six most commonly used spirits?
a) Sweet and Sour, Triple Sec, Grenadine, Midori, Lime Juice and Cranberry Juice
b) Vodka, Whiskey, Gin, Bourbon, Rum and Tequila
c) Chardonnay, Cabernet Sauvignon, Champagne, Merlot, Sauvignon Blanc, Zinfandel
d) Kahlua, Vodka, Frangelico, Gin, Tequila, Spiced Rum
- B 3) You can accept an expired ID as long as all other information is correct.
a) True
b) False
- B 4) If someone has had too much to drink, serving them coffee will help sober them up.
a) True
b) False
- D 5) What are the acceptable forms of ID for Alcohol Consumption?
a) State or Government Issued ID Card or Drivers License
b) Passport or Passport ID Card (as long as it lists the person's date of birth)
c) School ID or Birth Certificate
d) A & B
e) A, B & C
- B 6) If there is no shaker tin available to scoop ice for a drink, it is okay to use a glass.
a) True
b) False

Vocabulary (9 points)

Match the word to its definition

C "Straight Up"

F Shaker Tin

I "Neat"

A Muddler

B Strainer

E Jigger

G Bar Mat

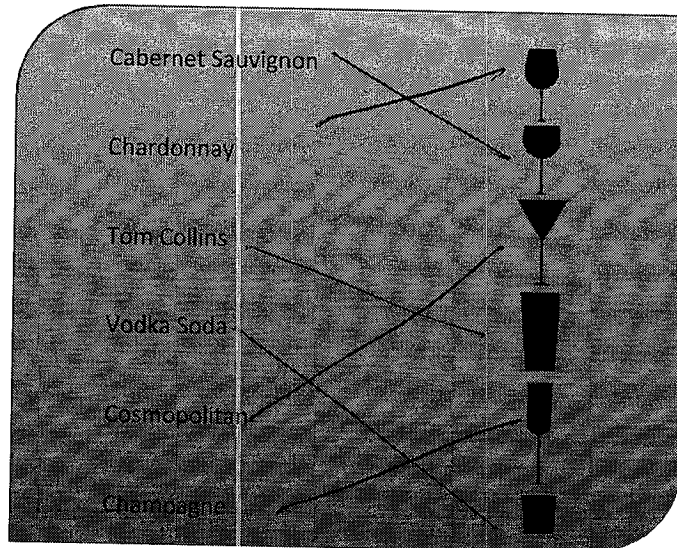
D "Float"

H "Back"

- a.) Used to crush fruits and herbs for craft cocktail making
- b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured
- c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice
- d.) To pour ½ oz of a liquor on top
- e.) Used to measure the alcohol and mixer for a drink
- f.) Used to mix cocktails along with a pint glass and ice
- g.) Used on the bar top to gather spills
- h.) Requesting a separate glass of another drink
- i.) Means to serve spirit room temperature in a rocks glass with no ice

Glassware (6 points)

Match the correct glass to the drink



Answer and Question (14 points)

- Provide examples of 3 brand name "top shelf" spirits (3 points): Don Julio, 1872, Hennessy
- What are the ingredients in a Manhattan? Vermouth, whiskey, bitters, cherry
- What are the ingredients in a Cosmopolitan? Vodka, XXX Sec, Cranberry, lime
- What are the ingredients in a Long Island Iced Tea? Vodka, Gin, Rum, Tequila, XXX Sec, lemon juice or STS, Cola Splash
- What makes a margarita a "Cadillac"? Grand Marnier float
- What is simple syrup? Sugar Water Solution
- Is it legal to pour liquor from one bottle into another? What is this called? (2 points)
Absolutely illegal, marring
- What should you do if you break a glass in the ice? turn the ice w/ hot water
- When is it OK to have an alcoholic beverage while working? NO
- What does it mean when a customer orders their cocktail "dirty"? Olive Brine
- What are the ingredients in a Margarita? Tequila, XXX Sec / Cointreau, STS