

Elizabeth Stephens Applegate
7225 Fontana Street
Downey, CA 90241
562) 639-3899
applegate.lisa@yahoo.com

Experience: Adjunct English Instructor February 2018 to Present

Santa Ana College, Santa Ana CA

- Teaching developmental and college-level English composition, and first year experience courses.

Adjunct English Instructor September 2017 to Present

Cerritos College, Norwalk CA

- Teaching developmental and college-level English composition along with critical and argumentative writing courses.

Recruiting Staffing Specialist –November 2012 to November 23

FoodServ Staffing, Irvine, CA

Responsible for all aspects of a small staffing agency's office.

Responsibilities include hiring, filling client orders, payroll, customer service, accounts receivable and payable, purchasing and inventory maintenance correspondence support, document research and maintenance, maintaining employee records, and meeting and appointment scheduling.

Server and Bartender –November 2012 to present

FoodServ Staffing, Irvine, CA

Temporary banquet service assignments for weddings, private residential parties, fundraisers, conventions, luncheons, company and school events. Plated dinner and banquet service, along with tray pass. Dealt with beer, hard liquor, champagne and wine when bartending .

Server and Bartender -March 2008 to November 2012

Advantage Services, Ontario, CA

Temporary banquet service assignments for weddings, private residential parties, fundraisers, conventions, luncheons.. Plated dinner and banquet service. Dealt with beer, hard liquor, champagne and wine when bartending.

Customer Service Planner – August 2007 to February 2010

Aerosol Services (Hair product manufacturer) City of Industry, CA

Assist major hair product companies with their orders from every stage of manufacturing. Responsibilities include purchasing and inventory maintenance, correspondence support, document research and maintenance, meeting coordinating, drafting meeting correspondence and reports, production and shipping troubleshooting, order advisement and product art support.

Office Manager – January 2001 to August 2005

Sunrise Construction, Santa Fe Springs, CA

Responsible for all aspects of office operations for a general contractor. Responsibilities include maintaining company records, payroll, accounts payable and receivable, purchasing and inventory maintenance, sales representative support and customer service, draft necessary forms for: Workers Comp, State Disability, accident report tracking, unemployment, company benefits enrollment and maintenance.

Paralegal – February 1996 – December 2000

Law Offices of Harold V. Sullivan and Law Offices of G. Rex Abrams, Inglewood, CA

Assist attorney in all aspects of practice. Responsible for research of cases, compliance with discovery rules, court filings, assisting with depositions, drafting pleadings, filing documents in court, serving subpoenas, and correspondence with clients, doctors and insurance companies. In charge of breast implant cases.

Education: Master of Arts -English

Southern New Hampshire University

Secondary Education Credential

California State University of Fullerton

Bachelor of Arts– English

California State University of Fullerton

Associate of Arts – Paralegal Studies

Rio Hondo Community College

References upon request

Bartenders Test

Score 31 / 35

Multiple Choice (6 points)

- 1) Carbonation _____ the rate of intoxication.
 - a) Slows down
 - b) Speeds up
 - c) Does nothing to
- 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
- 3) You can accept an expired ID as long as all other information is correct.
 - a) True
 - b) False
- 4) If someone has had too much to drink, serving them coffee will help sober them up.
 - a) True
 - b) False
- 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
- 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

1
31
97%

Vocabulary (9 points)

Match the word to its definition

c "Straight Up"

a) Used to crush fruits and herbs for craft cocktail making

f Shaker Tin

b) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured

i "Neat"

c) To serve chilled liquor in a chilled stemmed cocktail glass with no ice

a Muddler

d) To pour $\frac{1}{2}$ oz of a liquor on top

b Strainer

e) Used to measure the alcohol and mixer for a drink

e Jigger

f) Used to mix cocktails along with a pint glass and ice

g Bar Mat

g) Used on the bar top to gather spills

d "Float"

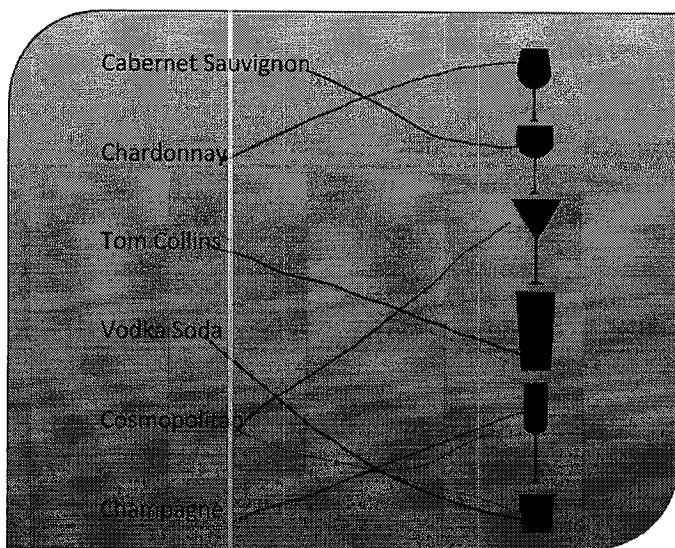
h) Requesting a separate glass of another drink

h "Back"

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): Makers, Don Julio Tequila, Grey Goose

What are the ingredients in a Manhattan? Whiskey, Sweet vermouth and bitters

What are the ingredients in a Cosmopolitan? Vodka, triple sec and cranberry juice. Squeeze lime juice

What are the ingredients in a Long Island Iced Tea? 4 white liquor; gin, vodka, tequila, rum, coke, lime & sugar

What makes a margarita a "Cadillac"? if you used a top shelf tequila. Cointreau or any kind of orange liquor

What is simple syrup? 1 part sugar and 1 part water

Is it legal to pour liquor from one bottle into another? What is this called? (2 points)

No, marrying

What should you do if you break a glass in the ice? If you need to empty the ice bin and replace with new ice

When is it OK to have an alcoholic beverage while working? NO

What does it mean when a customer orders their cocktail "dirty"? You have to add water

What are the ingredients in a Margarita? tequila lime juice triple sec

Salt the rim of the glass

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

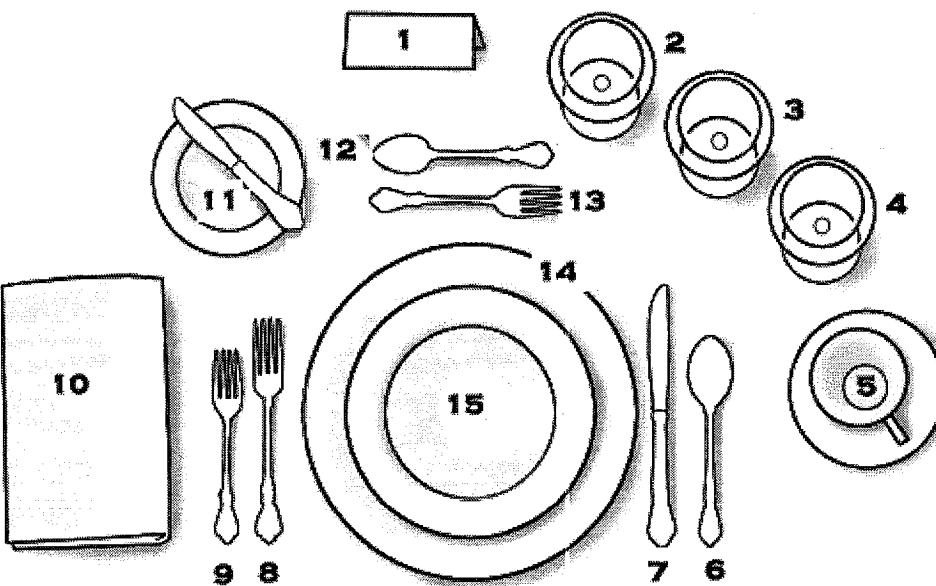
- 6) If you bring the wrong entrée to a guest what should you do?
 - a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
 - b) Inform the guests that you will bring the correct entrée once everyone else in the dinning room is served
 - c) Try to 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

2
94%

Match the Correct Vocabulary

- D Scullery
- E Queen Mary
- A Chaffing Dish
- B French Passing
- G Russian Service
- F Corkscrew
- C 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



Score / 35

Match the Number to the Correct Vocabulary

<u>8</u>	Dinner Fork
<u>5</u>	Tea or Coffee Cup and Saucer
<u>7</u>	Dinner Knife
<u>2</u>	Wine Glass (Red)
<u>9</u>	Salad Fork
<u>14</u>	Service Plate
<u>3</u>	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
4 Water Glass

Fill in the Blank

1. The utensils are placed a half inch inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Sugar and cream.
3. Synchronized service is when: everyone at the table gets serviced at the same time.
4. What is generally indicated on the name placard other than the name? main entree preference.
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? let the kitchen or Captain know.