



Pamela A. Whitehurst

EXECUTIVE ASSISTANT

Profile

Over 20 years of sales, catering and managing teams in the food and hospitality industry. Known for positive attitude, attention to detail and ability to thrive in high pressure environments. Long term advocate and resource coordinator for various non-profits aimed to improve underserved communities

Work Experience

2017 –

2012

2008 –

2001

2002 –
1994

SALES & CATERING MANAGER

Calvary Baptist Church

Martin Little Catering Services, Morristown NJ

Manage the end-to-end process for catering and event management targeted at generating repeat business

- Facilitate meeting with prospective and returning parties to outline request
- Conceptualize menu packages in consultation with chefs and cooking team. Align expectations with serving crew before, during and after event
- Identify ways to improve processes by leveraging employee skillsets to improve event flow
- Prepare and oversee marketing collateral to drive annual business in off-peak seasons
- Establish contracts to increase catering package sales

SUPERVISOR OF EVENT LISTING

Star Ledger – Newark NJ

Lead a team of 14 coordinators responsible for collecting and distributing various social events in the NY/NJ area

- Organize and coordinate training for newly hired employees on the event listing team
- Create requirements and conduct ongoing evaluation of database used to enter local events
- Oversaw the listing editing process to ensure they were timely and accurate
- Schedule and maintain staff headcount
- Complete timesheets, performance appraisals and handle other managerial responsibilities

CATERING MANAGER

Marriott Hotels – Newark NJ

Handled logistics and food services for all hotel events and assisted with sales and contracts as needed



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Education

2013 – [AAS Culinary Arts](#)

Hudson Community College

1993 - Office Automaton Certificate
Cittone Institute

Skills

Word



Excel



Outlook



Type 65 wpm



Accomplishments

2012 – 2009

Owned and operated *Whitehurst Catering Services*. A full-service catering business with a unique home style approach with affordable prices.

Events Catered: Baby Showers, Banquets, Barbeques and Family events. Holiday and corporate celebrations

Affiliations

Calvary Baptist Church Youth Ministries

City of Elizabeth C.O.D.E./Youth Program

Multiple Choice

d 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

32/35

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

91%

a 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 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

Match the Correct Vocabulary

D Scullery

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

E 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

G Russian Service

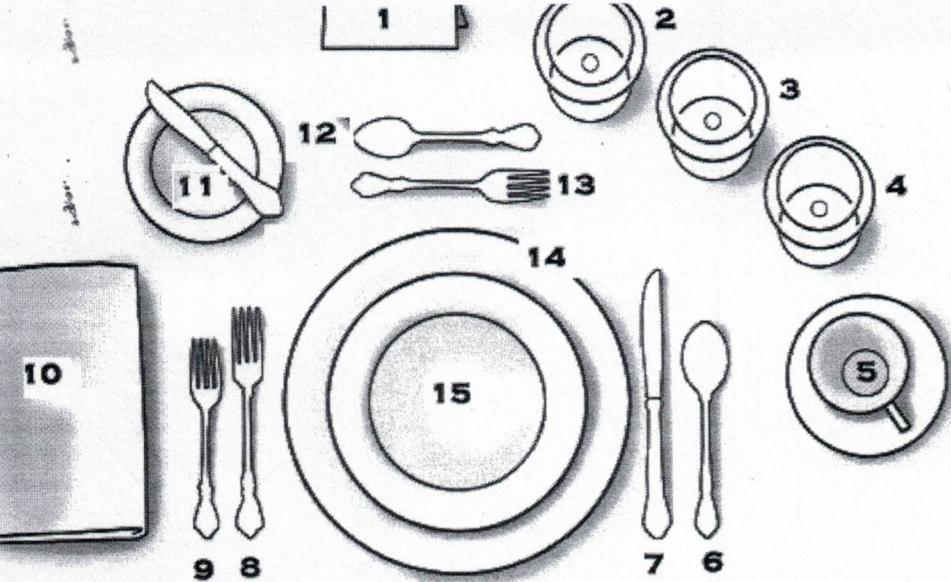
E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F Corkscrew

F. Used to open bottles of wine

C 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

<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)

<u>10</u>	Napkin
<u>11</u>	Bread Plate and Knife
<u>1</u>	Name Place Card
<u>12</u>	Teaspoon
<u>6</u>	Dessert Fork
<u>13</u>	Soup Spoon
<u>15</u>	Salad Plate
<u>4</u>	Water Glass

Fill in the Blank

1. The utensils are placed 1" inch(es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Cream or milk, sugar, Lemon
3. Synchronized service is when: Everyone is served 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? 6.
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Seek out the Chef and place order.

Multiple Choice (1 point each)

d 1) A gallon is equal to ____ ounces

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

181/20
181/20

90%

C 2) Mesclun are what type of vegetable?

- a. Roots
- b. Beans
- c. Salad Greens
- d. Spices

b 3) What does the term braise mean?

- a. Sear quickly on both sides
- b. Slowly cook in covered pan with little liquid
- c. Cook on high heat and quickly
- d. Slowly cook in simmering water

b 4) At what internal temperature must chicken be cooked so that it is safe to eat?

- a. 155 degrees F
- b. 165 degrees F
- c. 175 degrees F
- d. 185 degrees F

a 5) How do you blanche vegetables?

- a. Immerse for a short time in boiling water
- b. Cook lightly in butter over med heat
- c. Soak in cold water overnight
- d. Rub with salt before cooking

C 6) Which of the following ingredients would you pack before measuring?

- a. Olive Oil
- b. Salt
- c. Brown Sugar
- d. White Sugar

a 7) What is Al Dente?

- a. Firm but not hard
- b. Soft to the touch
- c. Very hard
- d. Very soft

a 8) Food should be left out no more than

- a. 2 hours
- b. 3 hours
- c. 4 hours
- d. 5 hours

Prep Cooks Test

C 9) Which is the improper way to thaw frozen food?

- a. In the fridge
- b. In a sink with cold water
- c. On the counter
- d. In the microwave

C X 10) Which of the following can you use to put out a grease fire?

- a. Baking Soda
- b. Baking Powder
- c. Flour
- d. Water

b 11) What is the temperature range of the danger zone?

- a. 25-135
- b. 40-140
- c. 50-160
- d. 30-130

d 12) Which of the following is listed from smallest to largest?

- a. Dice, chop, mince
- b. Mince, chop, dice
- c. Chop, dice, Mince
- d. Mince, dice, chop

C 13) Which direction should pan handles be turned while cooking on the stove?

- a. Over the fire at all times
- b. Turned towards you for better control
- c. Turned towards the right or left at all times
- d. Over the countertop at all times

C 14) When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- c. Liquid
- d. Oil

b 15) Which spoon is used to remove fat from soups and stews

- a. Basting Spoon
- b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

b 16) Which of the following means to cook in a small amount of fat?

- a. Season
- b. Sauté
- c. Broil
- d. Boil
- e. Fry

a

17) What is a Julien cut?

- a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8" dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

a

18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill

Fill-in the Blank (1 point each)

19) Salt & Pepper are the basic seasoning ingredients for all savory recipes.

20) Chop : to cut into very small pieces when uniformity of size and shape is not important.

Multiple Choice (6 points)

9 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

ax 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

30/35

85%

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

P 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"

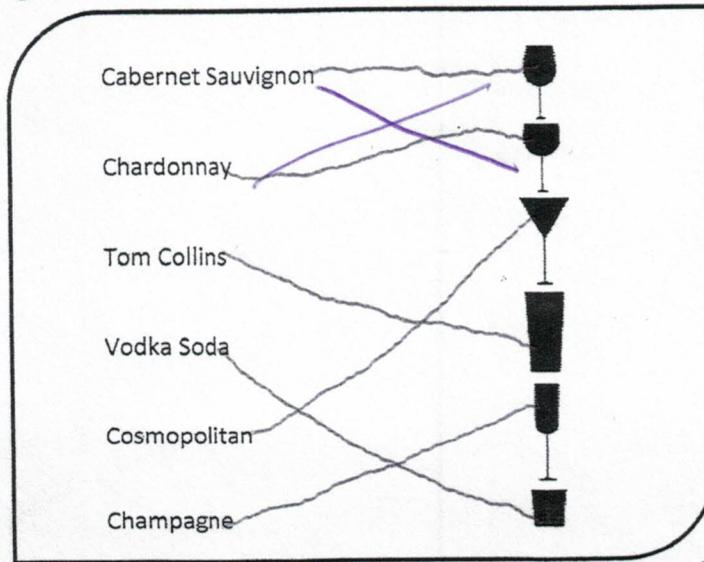
h.) Requesting a separate glass of another drink

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



Remy Martin
Hennessy

Answer and Question (14 points)

Provide examples of 3 brand name "top shelf" spirits (3 points):

Cognac Courvoisier

What are the ingredients in a Manhattan?

Whiskey, Sweet Vermouth, bitters, fruit

What are the ingredients in a Cosmopolitan?

Flavored Vodka, Pomegranate Liqueur, Cointreau, Pomegranate

What are the ingredients in a Long Island Iced Tea?

Vodka, Rum, Tequila, Gin, Triple Sec & Coke

What makes a margarita a "Cadillac"?

2 grand marnier float

What is simple syrup?

Sweetner

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

Its illegal mixing -1

What should you do if you break a glass in the ice?

Discard All the Ice

When is it OK to have an alcoholic beverage while working?

IF your Boss allows it. NO

What does it mean when a customer orders their cocktail "dirty"?

Olive Juice

What are the ingredients in a Margarita?

Tequila, Lime juice, cointreau over ice