

**REGINA LEARY**  
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## **Objective**

## **Ability Summary**

## **Employment History**

### **Security**

07/2016 - Current                      Securitas                      1055 Wilshire BLVD, Los Angeles, CA

Security guards and gaming surveillance officers Security guards and gaming surveillance officers patrol and protect property against theft, vandalism, terrorism, and illegal activity. Duties Security guards and gaming surveillance officers typically do the following: \* Protect and enforce laws on an employer's property \* Monitor alarms and closed-circuit TV (CCTV) cameras \* Control access for employees and visitors \* Conduct security checks over a specified area \* Write reports on what they observed while on duty \* Serve as witnesses for court testimony \* Detain violators Security guards, also called security officers, protect property, enforce rules on the property, and deter criminal activity. Some guards are assigned a stationary position from which they monitor alarms or surveillance cameras. Other guards are assigned a patrol area where they conduct security checks. Gaming surveillance officers and gaming investigators act as security agents for casinos. Using audio and video equipment in an observation room, they watch casino operations for suspicious activities, such as cheating and theft, and monitor compliance with rules, regulations, and laws. They maintain and organize recordings from security cameras, which are sometimes used as evidence in police investigations. Guards and officers must remain alert, looking out for anything unusual. In an emergency, they are required to call for assistance from police, fire, or ambulance services. Some security guards are armed. A security guard's responsibilities vary from one employer to another. In retail stores, guards protect people, records, merchandise, money, and equipment. They may work with undercover store detectives to prevent theft by customers and employees, detain shoplifting suspects until the police arrive, and patrol parking lots. In office buildings, banks, hotels, and hospitals, guards maintain order and protect the organization's customers, staff, and property. Guards who work in museums and art galleries protect paintings and exhibits by watching people and inspecting the contents of patrons' handbags. In factories, government buildings, and military bases, security guards protect workers and equipment and check the credentials of people and vehicles entering and leaving the premises. Guards working in parks and at sports stadiums control crowds, supervise parking and seating, and direct traffic. Security guards stationed at the entrances to bars and nightclubs keep underage people from entering, collect cover charges, and maintain order among customers. Security guards working in schools and universities patrol the buildings and grounds, looking for suspicious activity.

### **Managers, All Other**

11/2015 - 03/2016                      Dollar General                      7470 W. Commercial Blvd., Fort  
Lauderdale, FL

Receive and disburse money in establishments other than financial institutions. May use electronic scanners, cash registers, or related equipment. May process credit or debit card transactions and validate checks.

### **Retail Cashier**

11/2014 - 06/2015                      Hilton/LaGuardia Hotels Sideline                      144-02 135th ave, Jamaica, NY

### Enterprises

Sell merchandise, such as furniture, motor vehicles, appliances, or apparel to consumers.

### Dietary Aide

01/2013 - 01/2014      Lisner Luise Dixon Nursing      Home, WA  
Dietary Aide, Lisner Luise Dixon Nursing Home, Washington, DC 2013-2014

### Housekeeper

01/2009 - 01/2013      Roberts House      Long Beach, CA  
Housekeeper, Roberts House, Long Beach, California 2009-2013

### Worker Supervisor

01/2000 - 12/2008      SNS      Long Beach, CA  
SNS Worker Supervisor, Long Beach Unified School District, Long Beach, California 2000-2008

### Education and Training

Completion Date	Issuing Institution	Location	Qualification	Course of Study
	Liberty Online University	Lynchburg, FL	2 Years of College or a Technical or Vocational School	Bachelor's
	Victor Valley College	Victorville, FL	Vocational School Certificate	Certification

### Occupational Licenses & Certificates

Certification Title	Issuing Organization	Completion Date
Victorville Food Certification	Victor Valley College	06/2012

### Honors & Activities

### Additional Information

### Detailed References

reference known for year(s).

$$\begin{array}{r} 5 \\ 8 \overline{) 20} \\ \underline{16} \\ 4 \end{array}$$

$$\begin{array}{r} 3 \\ 3 \overline{) 10} \\ \underline{9} \\ 1 \end{array}$$

$$\begin{array}{r} 30 \\ 10 \overline{) 300} \\ \underline{300} \\ 0 \end{array}$$

Name Regina Leany

## Servers Test

Score 30 / 35

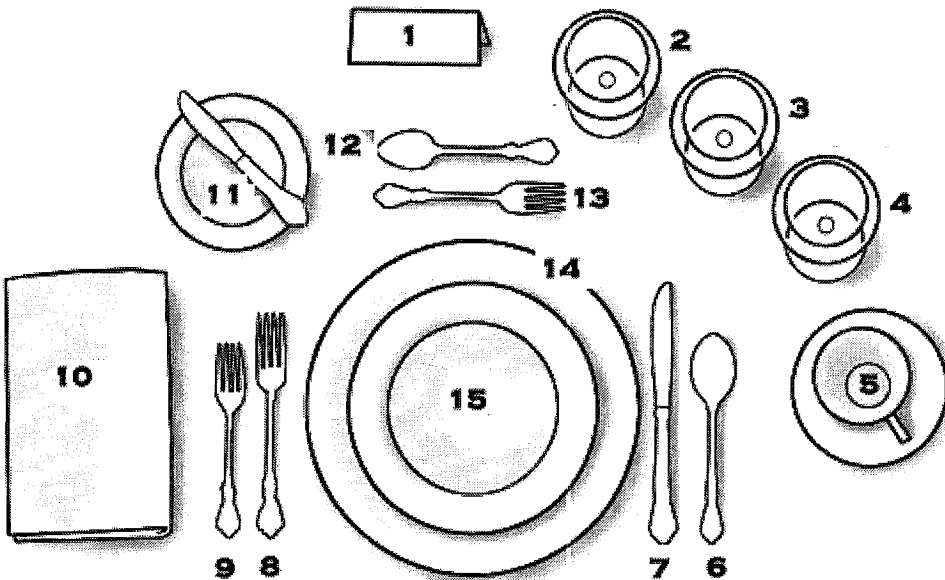
### Multiple Choice

- b 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
- C 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
- bora 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

-5 (80%)

### Match the Correct Vocabulary

- |                          |   |
|--------------------------|---|
| <u>X</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>G</u> French Passing  | D. Area for dirty dishware and glasses  |
| <u>B</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
- 4 Wine Glass (Red)
- 9 Salad Fork
- 14 Service Plate
- 3 Wine Glass (White)

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

**Fill in the Blank**

1. The utensils are placed 1 inch apart inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? bread & butter.
3. Synchronized service is when: you do them all at once.
4. What is generally indicated on the name placard other than the name? seat #.
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?  
inform the cook.

Peggy na

## Dishwasher Test

- C 1) After washing your hands, which item should be used to dry them?
- a) Clean apron
  - b) Sanitized wiping cloth
  - c) Single use paper towel
  - d) Common used cloth
- C 2) While washing dishes by hand, which item should you wear?
- a) Cutting glove
  - b) Oven Mitt
  - c) Rubber glove
  - d) Nothing
- d 3) When should you wash your hands?
- a) Before you start work
  - b) After handling non-food items (garbage, money, cleaning chemicals)
  - c) After using the restroom
  - d) All of the above
- a 4) If you need to move a heavy load, you should PULL and not PUSH the object.
- a) True
  - b) False
- e 5) Which of the following could you be at risk for getting burned from?
- a) Steam from boiling pots
  - b) Hot liquids (coffee, soup, tea)
  - c) Hot equipment (ovens, pots, chaffing dishes)
  - d) Harsh chemicals
  - e) All of the above
- a 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
- a) True
  - b) False
- C 7) What should you do if you spill liquids or see a liquid spill?
- a) Leave it for someone else to clean-up
  - b) Wait until the end of your shift to clean it
  - c) Flag the spill and clean it immediately
  - d) Not sure
- C 8) When handling hot items you should?
- a) Wear rubber gloves
  - b) No need to wear anything
  - c) Use an oven mitt or dry cloth towel
  - d) Nothing
- C 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
- a) Rinsing
  - b) Scraping
  - c) Washing
  - d) Sanitizing
- b 10) What is the proper method for cleaning and sanitizing stationary equipment?
- a) Spray with a strong cleaning solution and wipe with a sanitized cloth
  - b) Spray with a sanitizing solution, then rinse with clean water and dry
  - c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
  - d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution

-3 (10%)



*Regina Leany*

## Cashier Test

Score 11 / 15

73%

- b 1) A roll of quarters is worth?  
a) \$5.00  
b) \$10.00  
c) \$15.00  
d) \$20.00
- c 2) A roll of dimes is worth?  
a) \$5.00  
b) \$4.00  
c) \$3.00  
d) \$2.00
- d 3) A roll of nickels is worth?  
a) \$8.00  
b) \$6.00  
c) \$4.00  
d) \$2.00
- a 4) A roll of pennies is worth?  
a) \$1.00  
b) \$0.75  
c) \$0.50  
d) \$0.25
- c 5) What does POS stand for?  
a) Patience over standards  
b) Percentage of sales  
c) Point of sales  
d) People over service
- 9 6) What is the current sales tax rate in your city 8.5 ?
- c 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?  
a) \$4.06  
b) \$2.06  
c) \$7.06  
d) \$5.06
- b 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?  
a) \$19.50  
b) \$14.50  
c) \$9.50  
d) \$4.50
- d 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?  
a) \$6.00  
b) \$8.00  
c) \$10.00  
d) \$12.00
- a 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?  
a) \$78.50  
b) \$58.50  
c) \$38.50  
d) \$28.50

$$\begin{array}{r} 90 \\ 79 \\ \hline 294 \end{array}$$

$$\begin{array}{r} 2 \\ 21.00 \\ 14.50 \\ \hline 35.50 \end{array}$$

$$\begin{array}{r} 2 \\ 14.50 \\ \hline \end{array}$$

$$\begin{array}{r} 4.25 \\ 10.00 \\ \hline \end{array}$$

$$\begin{array}{r} 3.75 \\ 3.75 \\ \hline 7.50 \\ 1.25 \\ 1.25 \\ \hline 10.00 \\ 2.50 \\ 2.50 \\ \hline 5.00 \\ 3.25 \\ 3.25 \\ \hline 10.50 \\ 100.00 \\ \hline 89.50 \end{array}$$

$$\begin{array}{r} 2.50 \\ 2.50 \\ \hline 5.00 \end{array}$$

$$\begin{array}{r} 3.25 \\ 3.25 \\ \hline 6.50 \end{array}$$

22.50

**Cashier Test**

**Score / 15**

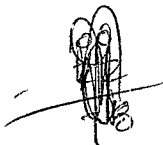
- a 11) Counterfeit pens should be used on which three denominations?
- a) \$20, \$50, \$100
  - b) \$10, \$20, \$50
  - c) \$5, \$50, \$100
  - d) \$10, \$20, \$50
- b 12) How many times should you count change when giving it to the customer?
- a) one
  - b) two
  - c) three
  - d) no need to count

**Question & Answer:**

13) What is the minimum age for legal alcohol purchases? 21

14) What are the acceptable forms of ID for alcohol purchases? state Id

15) How many \$20 bills are in a bank band? 20 100





STUDENT

## Prep Cooks Test

### Multiple Choice (1 point each)

- d 1) A gallon is equal to \_\_\_\_\_ ounces
- a. 56
  - b. 145
  - c. 32
  - d. 128
- c 2) Mesclun are what type of vegetable?
- a. Roots
  - b. Beans
  - c. Salad Greens
  - d. Spices
- a 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
- b 5) How do you blanch 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
- 2 8) Food should be left out no more than
- a. 2 hours
  - b. 3 hours
  - ☒ c. 4 hours
  - d. 5 hours
- 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

1051

## Prep Cooks Test

- d 10) Which of the following can you use to put out a grease fire?
- a. Baking Soda
  - b. Baking Powder
  - c. Flour
  - d. Water
- c 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
- c 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)