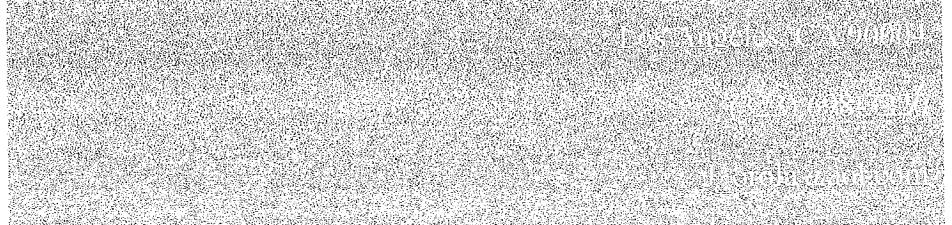


# *John Dylan N. Orola*



## **Professional Profile**

### **Career Objective**

- Dedicated, service-focused professional seeking for an open position within your company
- Highly motivated to launch career in photography; future goals include education leading to certification within said field
- Reliable worker with the ability to quickly learn new concepts and skills

### **Personal Profile**

I am a hardworking individual who strives to do the best I can. Dedicated & hardworking. Excels working with others and also able to work independently. Very outgoing personality and always looking for new challenges that may better my working skills.

### **Skills Summary**

<ul style="list-style-type: none"><li>• Fast learner</li><li>• Dedicated worker</li><li>• Certified in Microsoft Word</li><li>• Highly Organized</li></ul>	<ul style="list-style-type: none"><li>• Diligent worker</li><li>• Detail Oriented</li><li>• 68 WPM</li><li>• Punctual</li></ul>
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## **Professional Accomplishments**

### **Certified in Microsoft Office Word**

- Completed MOS certification
- Able to perform tasks on Microsoft Excel/PowerPoint
- Certificate of completion

### **Certified in Office Administration**

- Organization Skills
- Computer Literacy
- Office Etiquette

### **Work Based Learning(WBL) Los Angeles JobCorps**

- Completed 3 months training
- Assigned to the copy center
- Able to perform all tasks with minor or no difficulty

• 110 •

CHINESE-AMERICAN STUDIES 23

THE JOURNAL OF CLIMATE

1.  $\text{H}_2\text{O}_2 + 2\text{H}^+ + 2\text{e}^- \rightarrow 2\text{H}_2\text{O}$

THE JOURNAL OF CLIMATE

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THE INFLUENCE OF THE CULTURE OF THE PUPILS ON THE PUPILS' LEARNING

A. L. BROWN, JR. AND J. R. HARRIS

CHINESE LITERATURE

<sup>10</sup> See, for example, the discussion of the 1992 Constitutional Convention in the *Journal of African Law* 36 (2002).

總理：「我聽說你和他（指蔣介石）有過幾次談話，請你說說，他說了些什麼？」

## **UCLA/Catering Experience**

- Set up for events/banquets and meetings
- Proficient in setting up audio visual equipment
- Excellent customer service when dealing with clients
- Over saw events/ banquets and meetings
- Worked events on campus
- Experience with food handling
- food deliveries to events
- Cleared food deliveries
- Certified by ServSafe in Food Handling

## **Work History**

<b>Care Providers Home Health</b> Medical Records / HR Assistant	Los Angeles,CA	May 2018
<b>Culinary Staffing</b> Server	Los Angeles,CA	Nov 2017
<b>Total Success Staffing</b> Server/Houseman	Los Angeles,CA	Oct 2017
<b>Levy Restaurants Dodger Stadium</b> AM Suites Set Up	Los Angeles, CA	March 2017
<b>Special Events Staffing</b> Server	Pasadena, CA	March 2017
<b>Staples</b> Sales Associate	Gardena, CA	May 2015
<b>Party Staff Los Angeles</b> Server	Los Angeles, CA	April 2015
<b>TOTAL WINE &amp; MORE</b> RECIEVING/ SALES ASSOCIATE	FOLSOM, CA	MAY 2015
<b>UCLA</b> Meeting Room Captain	Los Angeles, CA	Mar 2012

1. *Chlorophytum comosum* (L.) Willd. (Liliaceae) (Fig. 1)

## **Education**

**JobCorps- Los Angeles, CA**  
Office Administration, 2011-Present

**Preferred College of Nursing – Los Angeles, CA**  
CNA/HHA Certification, 2010

**AMA COMPUTER COLLEGE – Bacolod, Philippines**  
Information Technology, Undergraduate 2007-2010

**University High School- Los Angeles, CA**  
Diploma, 2004-2007

## **References**

**Jose Fernandez-**  
UCLA Meeting Room Captain/Catering  
(213) 379-1891

**Jerry Santiago-**  
UCLA Meeting Room Services/ Dining Services  
(213) 210-1229

**Gabe Alele-**  
Culinary Staffing Services  
(818) 357-0754

1970-1971

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**Multiple Choice**A

1) Food is served on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand

D

2) Drinks are served on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand

D

3) Food and drinks are removed on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand

A

4) What part of a glass should you handle at all times?

- The stem
- The widest part of the glass
- The top

D

5) When you are setting a dining room how should you set up your tablecloths?

- Neatly and evenly across the tables
- The creases should all be going in the same directions
- The chairs should be centered and gently touching the table cloth
- All of the above

D

6) If you bring the wrong entrée to a guest what should you do?

- Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
- Inform the guests that you will bring the correct entrée once everyone else in the dinning room is served
- Try to convince the guests to eat what you brought them
- 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

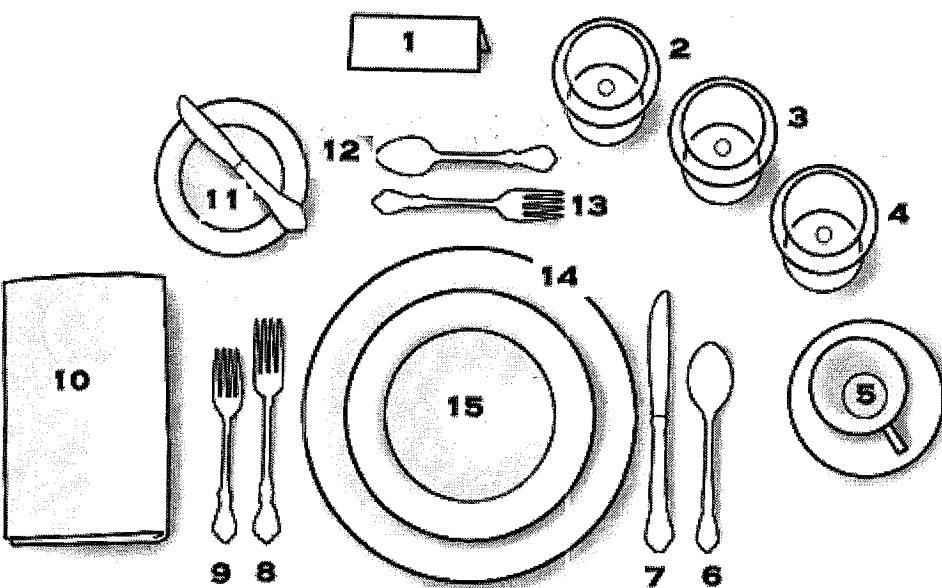
F Corkscrew

F. Used to open bottles of wine

C Tray Jack

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

100%



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

Score / 35

Match the Number to the Correct Vocabulary

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

Fill in the Blank

1. The utensils are placed one inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Creamer, Sugar
3. Synchronized service is when: everyone goes at the same time
4. What is generally indicated on the name placard other than the name? entree / vegan or vegetarian
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?

Let the chef know and collect meal card stating GF or V if applicable