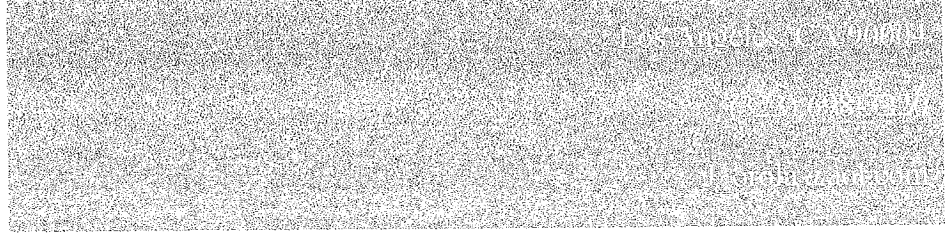


John Dylan N. Orola



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

- | | |
|-------------------------------|-------------------|
| • Fast learner | • Diligent worker |
| • Dedicated worker | • Detail Oriented |
| • Certified in Microsoft Word | • 68 WPM |
| • Highly Organized | • Punctual |

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

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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

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

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

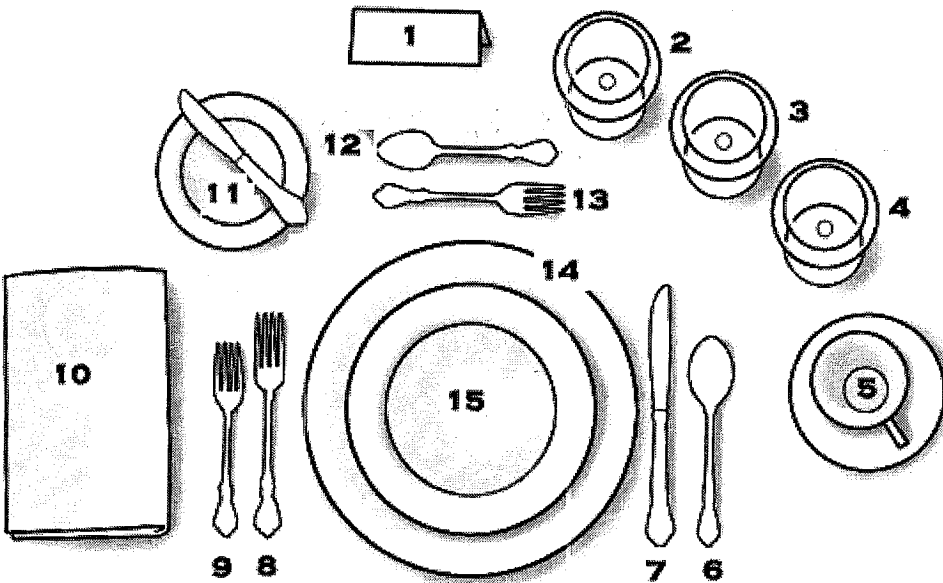
Multiple Choice

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
- 2 Wine Glass (Red)
- 9 Salad Fork
- 14 Service Plate
- 3 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 one inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? creamers, 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