

# Christina Morales

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## CAREER OBJECTIVE

I am a highly motivated, hardworking and dependable person, who is capable of working independently or as an integral member of a team. I am seeking to find a position that will utilize my capabilities.

## CORE COMPETENCIES

- Leadership
- Team Work
- Time Management
- Personal Motivation

## PROFFESIONAL EXPERIENCE

### *Children of Joy Pediatrics, Hackensack, New Jersey*

Medical Assistant, March 2018 – April 2019

- Clerical duties such as filing and answering phones and scheduling appointments.
- Greet patients and obtain their personal information such as address and insurance information.
- Compiles patient charts and files them appropriately.
- Assist physicians and other providers with exams and procedures.
- Record patient information such as vital signs, weight and changes in medical history prior to each appointment.
- Maintaining medical records and processing patients.
- Billing and book keeping and performing allergy tests.

### *Dollar Tree, Linden, New Jersey*

Cashier/Stocking/Cleaning, February 2018 – March 2018

- Welcome customers when they arrive at the Dollar Tree outlet and provide them with information on where to find products in the health and beauty, food and snacks part décor and other areas.
- Create a friendly, pleasant, and cooperative environment with customers, supervisors, and colleagues at all times.
- Clean, restock, straighten and maintain shelves and displays to project a consistently positive image of the company.
- Answering to customer inquiries, accepting customer returns, collecting payments, using scanning devices and counting draw.

### *Crowne Plaza Hotel, Edison, New Jersey*

Bartender/Server, January 2013 – February 2016

- Serving alcoholic beverages to customers, preparing cocktails and other drinks.
- Providing menus, meeting special customer demands, and taking orders.
- Bringing food to tables, refilling glasses, and cleaning tables.
- Restock and replenish bar inventory and supplies.
- Stay guest focused and nurture an excellent guest experience.
- Comply with all food and beverage regulations.

## EDUCATION

### **Union County Vocational Technical School, Scotch Plains, New Jersey**

June 2006

High School Diploma

## CERTIFICATIONS

Medical Assistant

June 2007

CPR-First Aide

May 2005

Blood Bourne Path

May 2005

## ADDITIONAL SKILLS

- Bilingual (English and Spanish)
- Typing 30 to 40 WPM

References Available Upon Request

**Multiple Choice**B  O

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  X

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  I

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  D

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  I

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

B  X

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

B

Queen Mary

A

Chaffing Dish

E

French Passing

BG

Russian Service

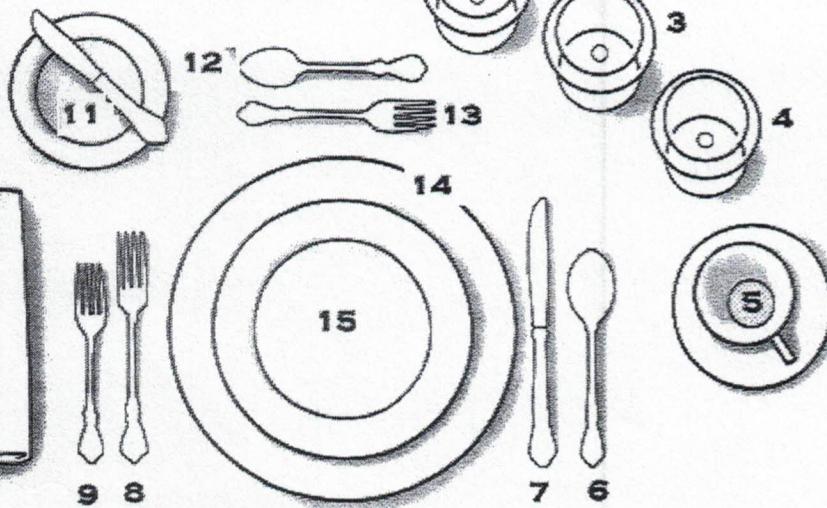
F

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

8  
5  
7  
9  
14  
3

Dinner Fork  
Tea or Coffee Cup and Saucer  
Dinner Knife  
Wine Glass (Red)  
Salad Fork  
Service Plate  
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 1 in inch (es) from the edge of the table.

2. Coffee and Tea service should be accompanied by what extras? Milk, Half & Half, Sugar caddie

3. Synchronized service is when: all plates are served at the same time by all servers

4. What is generally indicated on the name placard other than the name? the table number

5. The Protein on a plate is typically served at what hour on the clock? 6 o'clock

6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Write it down with your orders and let the chef, kitchen, and maitre d' know as soon as possible.

**Multiple Choice** (6 points)

B 1) Carbonation \_\_\_\_\_ the rate of intoxication.

- a) Slows down
- b) Speeds up
- c) Does nothing to

12  
23

C X 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

23/35

B 3) You can accept an expired ID as long as all other information is correct.

- a) True
- b) False

66%

B X 4) If someone has had too much to drink, serving them coffee will help sober them up.

- a) True
- b) False

D 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

**Vocabulary** (9 points)

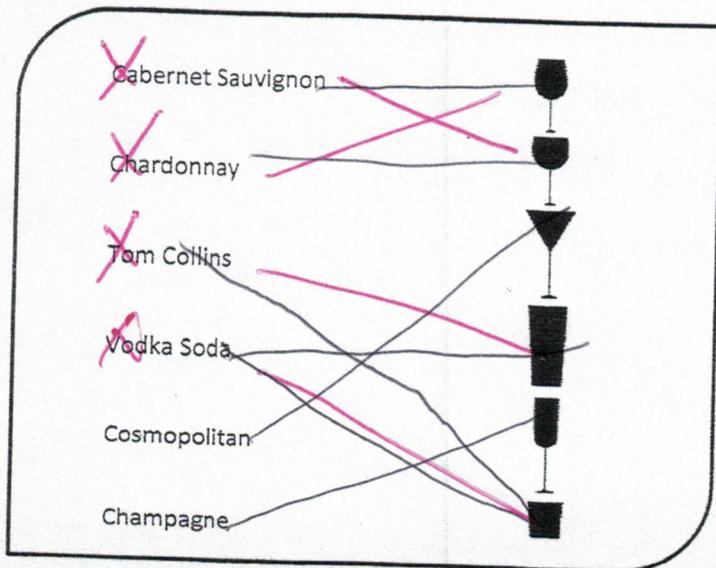
Match the word to its definition

- a) "Straight Up" C
- b) Shaker Tin i
- c) "Neat" i
- d) Muddler a
- e) Strainer b
- f) Jigger e
- g) Bar Mat g
- h) "Float" c
- i) "Back" H

- a.) Used to crush fruits and herbs for craft cocktail making
- b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured
- c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice
- d.) To pour  $\frac{1}{2}$  oz of a liquor on top
- e.) Used to measure the alcohol and mixer for a drink
- f.) Used to mix cocktails along with a pint glass and ice
- g.) Used on the bar top to gather spills
- h.) Requesting a separate glass of another drink
- 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):

What are the ingredients in a Manhattan? Whiskey, Sweet Vermouth, Bitters

What are the ingredients in a Cosmopolitan? Vodka, Triple Sec, Cranberry juice

What are the ingredients in a Long Island Iced Tea? Vodka, tequila, rum, triple sec, gin, da

What makes a margarita a "Cadillac"? grand marnier floats

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

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

No

What should you do if you break a glass in the ice? empty ice, clean it all off, before refilling

When is it OK to have an alcoholic beverage while working? Never

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

What are the ingredients in a Margarita? Tequila, orange liquor, lime juice, salt on rim