

JANEL NUA

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PROFESSIONAL SUMMARY

June 2016 I opened a foundation for mothers with children/single women to recover from their addiction. The foundation allows mothers with children a safe place to stay with their children while getting back on their feet. This profession has been a dream of mine for many years.

SKILLS

- Relationship/team building
- CPR certification
- Communication skills
- Extremely organized
- Client assessment and analysis
- Team leadership
- Self-motivated
- Staff motivator
- Extremely punctual
- Quick learner
- People Person
- Reliable
- Honest
- Determination and persistence
- Flexible
- Hard working

WORK HISTORY

SEPTEMBER 1983-SEPTEMBER 1989

Oral Surgery Assistant | Dr. Melvyn S. Wishan, DDS | Beverly Hills, CA

- Took dental radiographs, following strict patient protection rules.
- Administered anesthetics and desensitizing agents.
- Measured and recorded vital statistics like patients blood pressure, temperature, and pulse.
- Alerted other staff when patients arrived and prepared records for dentist review.

- Accurately recorded treatment information in patient records.
- Assisted dentist in management of medical or dental emergencies when necessary.
- Worked closely with patients before, during and after dental procedures.
- Successfully completed OSHA, ADA and HIPAA compliance trainings.
- Prepared and positioned patients for procedures, including placing napkins and patient safety devices.
- Warmly greeted patients and helped them fill out intake and consent forms.
- Assisted with or instituted emergency procedures for sudden adverse developments during treatments.
- Performed hundreds of oral/maxillofacial and pre-prosthetic surgeries each hours of times.
- Administered appropriate amounts of topical and local anesthetics and nitrous oxide.

OCTOBER 1989-JANUARY 1990

Oral Surgery Assistant | Dr Steven Flesch | Encino, CA

- Warmly greeted patients and helped them fill out intake and consent forms.
- Prepared and positioned patients for procedures, including placing napkins and patient safety devices.
- Administered anesthetics and desensitizing agents.
- Measured and recorded vital statistics like patients blood pressure, temperature, and pulse.
- Alerted other staff when patients arrived and prepared records for dentist review.
- Accurately recorded treatment information in patient records.
- Assisted dentist in management of medical or dental emergencies when necessary.
- Successfully completed OSHA, ADA and HIPAA compliance trainings.
- Assisted with or instituted emergency procedures for sudden adverse developments during treatments.
- Administered appropriate amounts of topical and local anesthetics and nitrous oxide.
- Performed hundreds of oral/maxillofacial and pre-prosthetic surgeries each hours in length.

JANUARY 1990-NOVEMBER 1990

Oral Surgery Assistant | Dr Robert Hertz DDS MD | Westwood, CA

- Warmly greeted patients and helped them fill out intake and consent forms.
- Administered anesthetics and desensitizing agents.
- Measured and recorded vital statistics like patients blood pressure, temperature, and pulse.
- Alerted other staff when patients arrived and prepared records for dentist review.
- Accurately recorded treatment information in patient records.

- Successfully completed OSHA, ADA and HIPAA compliance trainings.
- Correctly administered local anesthetic and adjunctive therapies such as fluoride treatments and irrigation.
- Assisted with or instituted emergency procedures for sudden adverse developments during treatments.
- Administered appropriate amounts of topical and local anesthetics and nitrous oxide.
- Performed many oral/maxillofacial and pre-prosthetic surgeries each varying in lengths of times.

JANUARY 1997-MAY 1998

Oral Surgery Assistant | Dr. Melvyn S. Wishan, DDS | Beverly Hills, CA

APRIL 1994-CURRENT

Housewife and Mother Self employed | Tarzana

Raised four wonderful children.

EDUCATION

2014-2015 (3 SEMESTERS)

Addiction Studies

Pierce College, Los Angeles, CA

Attended 3 semesters on and off of Pierce colleges' campus. My goal at that time was to become an addiction specialist.

2016 I had the opportunity to pursue my lifelong dream, therefore I withdrew from my classes.

Name Janel Nua

Servers Test

Score 20 / 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
- B 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

74%

Match the Correct Vocabulary

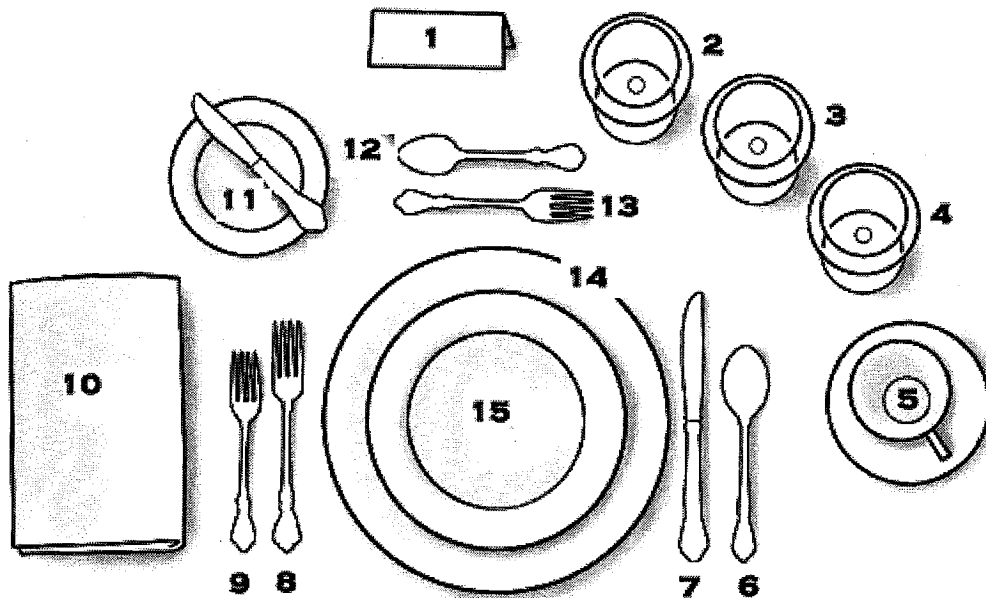
- D Scullery
E Queen Mary
A Chaffing Dish
B French Passing
G Russian Service
F Corkscrew
C Tray Jack

- 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

Name Janel Nua

Servers Test

Score / 35



Match the Number to the Correct Vocabulary

- | | | | |
|-----------|-----------------------|-----------|------------------------------|
| <u>10</u> | Napkin | <u>8</u> | Dinner Fork |
| <u>11</u> | Bread Plate and Knife | <u>5</u> | Tea or Coffee Cup and Saucer |
| <u>1</u> | Name Place Card | <u>7</u> | Dinner Knife |
| <u>12</u> | Teaspoon | <u>23</u> | Wine Glass (Red) |
| <u>13</u> | Dessert Fork | <u>9</u> | Salad Fork |
| <u>6</u> | Soup Spoon | <u>14</u> | Service Plate |
| <u>15</u> | Salad Plate | <u>34</u> | Wine Glass (White) |
| <u>42</u> | Water Glass | | |

Fill in the Blank

1. The utensils are placed 41 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? cream & sugar
3. Synchronized service is when: all guests are served at the same time.
4. What is generally indicated on the name placard other than the name? # of guests
5. The Protein on a plate is typically served at what hour on the clock? 5 6
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
confirm we serve that type of dinner
tell chef / manager