

Bernadette Tracy Williams

42 Cooper Ave
Somerset, New Jersey 08873
(908)-251-3314

Objective: To obtain a consultant position in an organization where excellence is valued by all stakeholders.

Education: MA- Administration & Supervision- St. John's University May 2002
MA. Education- Reading Specialist- St. John's University May 1998
BA English St. John's University May 1992

Distinctions: President's Honor Society- **Inducted May 1991**- St. John's University
Elizabeth Reagan Scholarship Recipient- January 1992- SJU
Mini-Grant Recipient- **Girl Talk 2k**- January 2001
Reaching Out To Youth Mentorship Program (Author)-APBOE Approval 5/04

Qualifications Summary:

- Planned, organized, and supervised a new teacher orientation presentation to support the district staff development program, coupled with district and school reform efforts.
- I functioned as a vehicle for staff development, curriculum delivery and synthesis for staff and students via faculty meetings, common planning periods, or in-service staff development. Additionally, I planned, organized, supervised, and evaluated a staff development program on a building level, by developing curricular topics coupled with a timeline for presentations to the staff.

Administrative Experience:

01/06- Present **Education Designs Unlimited Services, LLC** Roselle Park, NJ

2016

Bernadette T. Williams, **Lead Consultant**

Provides educational consultant services to educational entities, school districts, universities, and organizations.

Develops corrective action plans and long range planning for school implementation and improvement to meet the instructional goals and standards for the school district.

Provides site- based professional development academies and/or staff development,& professional retreats for organizations.

09/03-06/06 **Asbury Park Board of Education** Asbury Park, NJ

Vice Principal/Acting Principal

Developed a board approved accelerated track curriculum program for students who experienced difficulties meeting the graduation requirements due to attendance.

The **Alternate Track Curriculum** focused on problem based learning and alternative assessments.

Manages and oversees every facet of school management.

Conducts on site staff development workshops during common planning periods to promote teacher growth& increase student probability for achievement.

teaches content in a variety of areas.

In addition, I serve as a **School Tutor** for those students who are performing below achievement level and need additional instruction. Served as a **Home Instructor** for the district.

TESA Certified. (Teacher Expectations & Student Achievement)

Successfully implemented the **Soar Reading Program** into my classroom to bring below level readers up to and beyond grade level reading.

Participated in a three day overnight camping trip to **Fairview Lake Camp in Newton, New Jersey**.

Students learned how to socially interact with peers, explored their environmental surroundings, and functioned as a cooperative unit.

09/97- 08/31/98

Washington Academy of Music

East Orange, NJ

Literacy/Language Arts Instructor- Instructs students in the areas of writing, reading, grammar, the writing process, research, dictionary skills, and various forms of oral and written communication. All students receive instruction that correlate and directly coincide with **NJ Core Curriculum Content**

Standards. Guides the learning process toward the achievement of curriculum goals and in harmony with the goals, establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.

Employs instructional methods and materials that are most appropriate for meeting stated objectives.

Provides for her own professional growth through an ongoing program of reading, workshops, seminars, conferences, and /or advanced coursework at higher institutions of learning.

Counsels with colleagues, students, and/ or parents on a regular basis.

03/98

Parent Workshop for EWT/GEPA Preparation- Taught a

mini-lesson to parents using everyday text, employing various methodologies and strategies to enhance the success factor for students. I prepared a packet of materials for parents to use with students in order to increase their readiness for the exam.

Failure Free Reading Program- Teaching reading to a small population of non readers through the use of repetition, patterned sentence structure, "read alouds", and various phonetic approaches. This is a pilot program in which teachers must be recommended in order to participate in the **Failure Free Reading Program**.

Certifications/Licensure:

Pending CSA Certification

Principal & Supervisor- **Standard Certificate**

Elementary Certification N-8

Professional Affiliation(s):

New Jersey Principal & Supervisor's Association
National Reading Association
New Jersey Reading Association

References: Furnished Upon Request

Interview Note Sheet

Name: Bernadette Williams
Date: 07/16/19
Position (s) Applied for:
Server

Interviewer: Jo Park
Rate of Pay: \$14
Referred by: Google

Job Series		%		%
Server	/35	% Bartender	/30	%
Prep Cook	/15	% Barista	/10	%
Grill Cook	/40	% Cashier	/10	%
Dishwasher	/10	% Housekeeping	/16	%

Full-Time

Part-Time

Peterson Public Schools

- Teacher Aug '18

Education Designs Unlimited Services, LLC
Roselle Park

- Lead Consultant 2006-2018

Ashbury Park Board of Ed

- Vice Principal/ Acting Principal 2003-2006

Florham Park (The Park Savvy)

- Banquet Server in College

* Max travel up to
45-50 min.

Total of _____ in Food Service

P.O.S. Experience: Y / N details: _____

Car

Public Transit

Carpool (Rider / Driver)

North NJ

South NJ

Central NJ

Somerset Jersey Shore

TIPS

Serv-Safe

LEAD Other _____

Will Submit

Open

AM only

PM only

Weekdays only

Weekends only

3:30 M-F

Details: Sat/Sun

Bistro

Black Bistro

Tuxedo

1/2 Tuxedo

Black Vest

Long Black Tie

Chef Coat

Chef Pants

Knives

Black Pants

Non-Slip Shoes

Bow Tie

Other: _____

Would you recommend this applicant for Action Academy?

Excellent Candidate

Other Languages Spoken: _____

Bernadette

Name

Bernadette Wilmer

Servers Test

Score

/ 35

-12

23/35

65%

Multiple Choice

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

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

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

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

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

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 X E Queen Mary

A Chaffing Dish

X B French Passing

G C Russian Service

E 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)

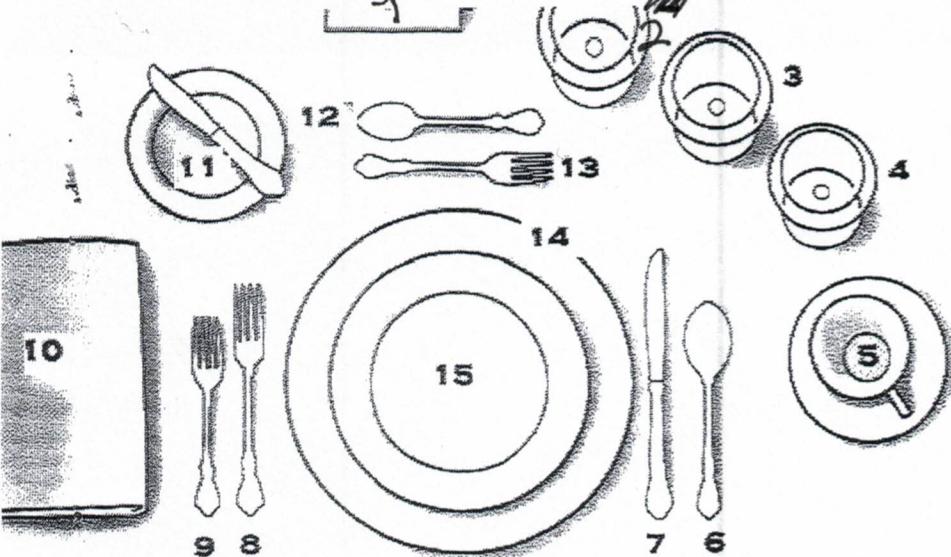
C. Used to hold a large tray on the dining floor

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

<u>8</u>	Dinner Fork
<u>5</u>	Tea or Coffee Cup and Saucer
<u>7</u>	Dinner Knife
<u>2</u> <u>8</u>	Wine Glass (Red)
<u>9</u>	Salad Fork
<u>14</u>	Service Plate
<u>3</u> <u>2</u>	Wine Glass (White)

<u>10</u>	Napkin
<u>11</u>	Bread Plate and Knife
<u>1</u>	Name Place Card
<u>12</u> <u>6</u>	Teaspoon
<u>13</u>	Dessert Fork
<u>6</u> <u>12</u>	Soup Spoon
<u>15</u>	Salad Plate
<u>4</u>	Water Glass

Fill in the Blank

1. The utensils are placed three 1 inch (es) from the edge of the table.

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

3. Synchronized service is when: Everything is specifically timed in a specific order of the entire

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

5. The Protein on a plate is typically served at what hour on the clock? Midnight 6 (i.e., 1, 2, 3, 4)

6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Notify the cook