

CHRISTOPHER WIECKING

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SUMMARY

Looking for temporary or part-time work in an administrative position, preferably the mailroom.
Motivated to find work quickly.

PROFESSIONAL EXPERIENCE

Mansouri Law Office, Beverly Hills, CA
Law Clerk

November 2018 - Present

- Responsible for day-to-day activities within the office.
- Duties included preparing legal documents for court filing, answering calls, and assisting clients.
- Helped with expanding the business through screening potential clients.
- Handled billing and mail.

Lulu's Waterfront Grille, Ponte Vedra, FL
Server

March 2012 – October 2018

- Served lunch and dinner at waterfront restaurant.
- Duties included setting up and closing the restaurant.
- This job demands excellent customer service, a positive attitude, and working efficiently. Having worked here for six years demonstrates that I possess these qualities.

Nixon & Peabody L.L.C
Mailroom Clerk

May 2010- March 2012

- Worked in mailroom that serviced over 50 attorney's.
- Retrieved and delivered mail throughout the law firm.
- Assisted in faxing legal documents.

EDUCATION

University of California, Los Angeles
Bachelor of Arts, Political Science

August 1998

Skills Software: Microsoft Office: Word, Excel, PowerPoint

Multiple Choice

B 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 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

74/

Match the Correct Vocabulary

E Scullery

A. Metal buffet device used to keep food warm by heating it over warmed water

D 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

G French Passing

D. Area for dirty dishware and glasses

B Russian Service

E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F Corkscrew

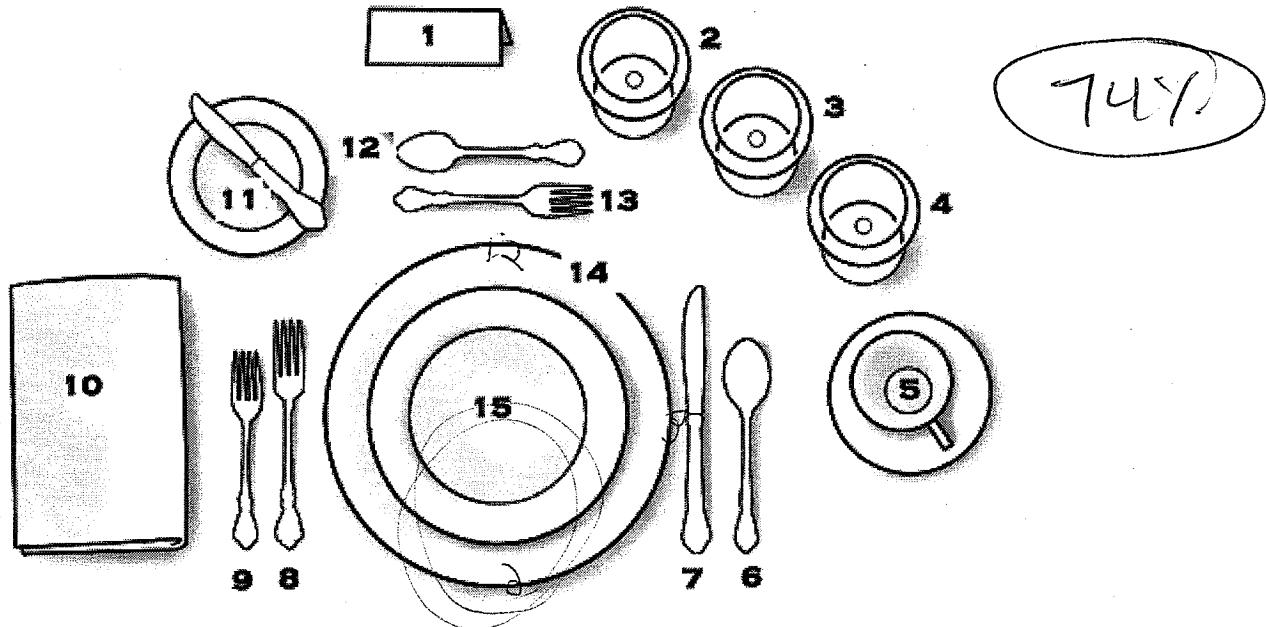
F. Used to open bottles of wine

C Tray Jack

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

Name Chris Wieskne
Score 26 / 35

Servers Test



Match the Number to the Correct Vocabulary

<u>10</u>	Napkin	<u>9</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>2</u>	Wine Glass (Red)
<u>13</u>	Dessert Fork	<u>8</u>	Salad Fork
<u>6</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>3</u>	Wine Glass (White)
<u>4</u>	Water Glass		

Fill in the Blank

1. The utensils are placed 6 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Spoon & sugar (sugar substitute)
3. Synchronized service is when: everyone comes out in a line serving time
4. What is generally indicated on the name placard other than the name? occupation
5. The Protein on a plate is typically served at what hour on the clock? 8 pm (6:00)
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? check with kitchen first (Chef)