

DONNA WIECZORKOWSKI

donnawieczorkowski@gmail.com | 310 630 9713 | Los Angeles CA 90027

EXPERIENCE

Reel Good, Inc. | Office Manager

2007 – Present

- Manage daily office operations for a company that provides filming medium to the entertainment industry.
- Established new program bringing outsourced work in-house, thereby reducing costs while also increasing business.
 - Collaborated on transition of merchandise, based on changing industry technology requirements.
 - Increased sales and customer base through creation of an internet marketing campaign.
 - Ensured customer satisfaction through efficient processing of returned merchandise and coordination of product replacement to the client directly from vendors.
 - Maintained positive customer relationships through personal communication and contact with clients.
 - Handled accounts receivables for up to 100 clients per month and accounts payables for up to 20 vendors.
 - Managed bank accounts through daily deposits and monthly account reconciliations.
 - Processed and filed quarterly sales tax.

Melinda Taylor & Associates | Garden Maintenance Coordinator / Design Assistant / Office Manager

2014 – 2017

Internship that transitioned, post-graduation, to a full-time position with a landscape architecture firm.

- Oversaw the completion of landscape maintenance tasks by preparing and updating monthly task calendars and conducted weekly on-site inspections to ensure task completion and client satisfaction.
- Designed and implemented a new system for the daily task scheduling of the garden maintenance crew.
- Coordinated project schedules for new design projects.
- Sourced and purchased materials, plants, and supplies.
- Processed time sheets and incremental billing information to provide for accurate payroll and client billing.
- Assisted in preparing invoices, processed accounts payables, and handled general office management.

Greg Oveross & Associates | Bookkeeper

2007 – 2012

Bookkeeping position with a professional conservator, clinical, fiduciary, and care management services firm.

- Managed accounts payable for up to 50 clients.
- Assisted staff accountant with administrative tasks.

The Palazzo at Park La Brea and The Palazzo East | Spa Director

2002 – 2006

Oversaw daily operations of two 9,000 sq. ft. private health spas located in rental communities serving 3,000 residents.

- Established procedures and protocols for health spa staff of 16.
- Conducted employee training and weekly staff meetings to promote sense of community among residents and staff.
- Hired all instructors and scheduled fitness classes for both facilities.
- Acted as liaison between residents and corporate management.

Another Large Production | Operations Manager

1994 – 2000

Coordinated weekly promos, interstitials, sales tapes, and EPKs for a syndicated television marketing company.

- Prepared production schedules for up to 10 projects at a time; updating schedules throughout the day.
- Ensured consistent on-time completion of productions by tracking deadlines and air dates.

EDUCATION

UCLA Extension | Los Angeles, California

Professional Certificate in Landscape Architecture | 2012 – 2016

Received Awards of Merit 2013, 2014, 2015

Miami University | Oxford, Ohio

Bachelor of Science in Business Finance with Minor in Statistics

SKILLS

Microsoft Office: Word, Excel, PowerPoint | QuickBooks | Adobe Creative Suite 6: Photoshop, InDesign | AutoCAD 2013

Name DONNA WIECZORKOWSK

Servers Test

Score 32/ 35

Multiple Choice

- 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

3
91 1/2

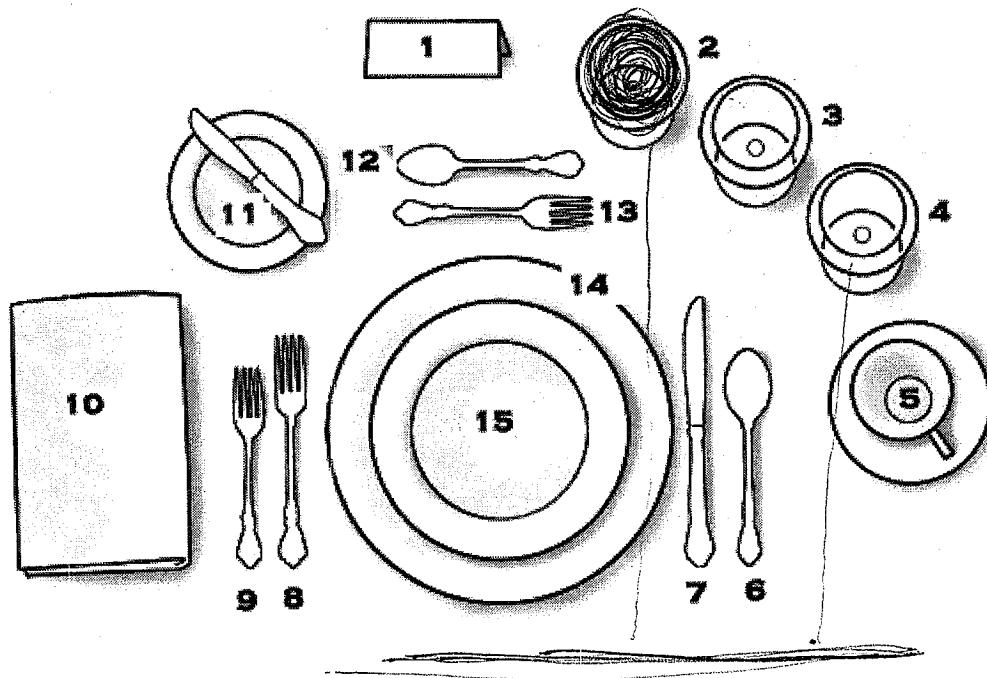
Match the Correct Vocabulary

- | | |
|--------------------------|---|
| <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 |

Name _____

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>2</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>3</u> | Wine Glass (White) |
| <u>4</u> | Water Glass | | |

Fill in the Blank

- The utensils are placed 1 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Cream + sugar
- Synchronized service is when: you pass food at same time from one end to the other
- What is generally indicated on the name placard other than the name? table #
- The Protein on a plate is typically served at what hour on the clock? 6
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
notify the captain

Multiple Choice (1 point each)

10/20

-4
80%

- 1 1) A gallon is equal to _____ ounces
 - a. 56
 - b. 145
 - c. 32
 - d. 128
- 2 2) Mesclun are what type of vegetable?
 - a. Roots
 - b. Beans
 - c. Salad Greens
 - d. Spices
- 3 3) What does the term braise mean?
 - a. Sear quickly on both sides
 - b. Slowly cook in covered pan with little liquid
 - c. Cook on high heat and quickly
 - d. Slowly cook in simmering water
- d 4) At what internal temperature must chicken be cooked so that it is safe to eat?
 - a. 155 degrees F
 - b. 165 degrees F
 - c. 175 degrees F
 - d. 185 degrees F
- a 5) How do you blanch vegetables?
 - a. Immerse for a short time in boiling water
 - b. Cook lightly in butter over med heat
 - c. Soak in cold water overnight
 - d. Rub with salt before cooking
- c 6) Which of the following ingredients would you pack before measuring?
 - a. Olive Oil
 - b. Salt
 - c. Brown Sugar
 - d. White Sugar
- a 7) What is Al Dente?
 - a. Firm but not hard
 - b. Soft to the touch
 - c. Very hard
 - d. Very soft
- c 8) Food should be left out no more than
 - a. 2 hours
 - b. 3 hours
 - c. 4 hours
 - d. 5 hours
- c 9) Which is the improper way to thaw frozen food?
 - a. In the fridge
 - b. In a sink with cold water
 - c. On the counter
 - d. In the microwave

Prep Cooks Test

- a 10) Which of the following can you use to put out a grease fire?
- a. Baking Soda
 - b. Baking Powder
 - c. Flour
 - d. Water
- b 11) What is the temperature range of the danger zone?
- a. 25-135
 - b. 40-140
 - c. 50-160
 - d. 30-130
- d 12) Which of the following is listed from smallest to largest?
- a. Dice, chop, mince
 - b. Mince, chop, dice
 - c. Chop, dice, Mince
 - d. Mince, dice, chop
- d 13) Which direction should pan handles be turned while cooking on the stove?
- a. Over the fire at all times
 - b. Turned towards you for better control
 - c. Turned towards the right or left at all times
 - d. Over the countertop at all times
- c 14) When you poach something, you cook it with what?
- a. Noodles
 - b. Vegetables
 - c. Liquid
 - d. Oil
- a 15) Which spoon is used to remove fat from soups and stews
- a. Basting Spoon
 - b. Ladle
 - c. Slotted Spoon
 - d. Portion Spoon
- b 16) Which of the following means to cook in a small amount of fat?
- a. Season
 - b. Sauté
 - c. Broil
 - d. Boil
 - e. Fry
- a 17) What is a Julien cut?
- a. Food cut into long thin strips, matchstick
 - b. Food cut into long thin strips then turned and cut into a 1/8' dice
 - c. Food diced into finely chopped and uniform pieces
 - d. Cutting and peeling into oblong seven sided football like shapes
- a 18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.
- a. Sweat
 - b. Boil
 - c. Roast
 - d. Grill

Fill-in the Blank (1 point each)

Prep Cooks Test

- 19) Salt & pepper are the basic seasoning ingredients for all savory recipes.
- 20) mince
CHOP: to cut into very small pieces when uniformity of size and shape is not important.

Multiple Choice (6 points)

- c 1) Carbonation _____ the rate of intoxication.
a) Slows down
b) Speeds up
c) Does nothing to
- b 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
- b 3) You can accept an expired ID as long as all other information is correct.
a) True
b) False
- b 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

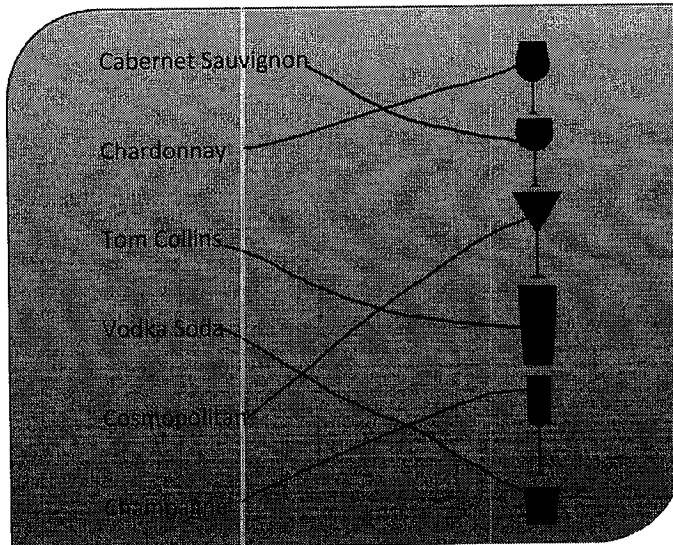
Vocabulary (9 points)

Match the word to its definition

- | | |
|------------------------|---|
| <u>c</u> "Straight Up" | a.) Used to crush fruits and herbs for craft cocktail making |
| <u>f</u> Shaker Tin | b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured |
| <u>i</u> "Neat" | c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice |
| <u>a</u> Muddler | d.) To pour ½ oz of a liquor on top |
| <u>b</u> Strainer | e.) Used to measure the alcohol and mixer for a drink |
| <u>e</u> Jigger | f.) Used to mix cocktails along with a pint glass and ice |
| <u>g</u> Bar Mat | g.) Used on the bar top to gather spills |
| <u>d</u> "Float" | h.) Requesting a separate glass of another drink |
| <u>h</u> "Back" | 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): Burrito, Kettle one, Bombay

What are the ingredients in a Manhattan? bourbon + vermouth, whiskey, bitters

What are the ingredients in a Cosmopolitan? ~~COGNAC~~ VODKA, TRIPLE SEC, CRAN, lime

What are the ingredients in a Long Island Iced Tea? gin, vodka, rum, cointreau, splash ^{coke} um

What makes a margarita a "Cadillac"? top shelf liquor grand marnier

What is simple syrup? sugar that has been reduced in H₂O to a syrup

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

no / ? marring

What should you do if you break a glass in the ice? replace the entire ice + sweep away

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

What does it mean when a customer orders their cocktail "dirty"? wt doves

What are the ingredients in a Margarita? tequila + lime juice triple sec

or + margarita mix