

WILLAMINA FINAU

EDUCATION

August 2014 - December 2019

California State University,
Northridge

-Bachelor of Science in
Interior Design - Department
of Family and Consumer Science
CIDA Accredited

SKILLS

Architectural Drafting using
AutoCAD

Adobe Suite (Photoshop,
Illustrator, & InDesign)

3D Rendering using Revit
Outlook Scheduling

Microsoft Suite

Social Media Content
Creation/Branding

Video Editing

Conceptual Design

Prioritizing

Organized

Professional demeanor

Pays close attention to detail

Team-player/Delegating

Customer service

background

Energetic & Positive Attitude

Punctual and Respectful

Budgeting

Travel Preparations

Event/ Project Coordination

CONTACT



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ACADEMIC EXPERIENCE

NEXT PROJECT: Commercial Office Design

- Redesign an existing office space to reflect company's brand and local region.
- Implemented updated technology to space
- Improve employee's well-being by enhancing ways users navigate the space and interact with colleagues.

KKID INTERNSHIP: Field Work

- Provided administrative and clerical support to Kristen King Interior Designs
- Created strong relationships with vendors while negotiating advantageous terms and running errands for clients
- Designed fliers, logos, and mock-ups for approval
- Prepared enough materials and information for follow-up meetings.

WORK HISTORY

May 2018- Current

Impact Theory | Beverly Hills, CA

Executive Assistant/ Chief of Staff

- Analyzed departmental documents for appropriate distribution and filing/ Organized storage
- Managed home and installation scheduling
- Helped develop the CEO's schedule to maintain an organized lifestyle
- Reported expenses to accountant for business and personal cards/ Managed budgets
- Helped organize and plan events for company parties
- Talking to vendors and answering calls

May 2019 - Current

Mint Swim - Draya Michele | Tarzana, CA

On-Call Event Coordinating Assistant

- Assisted planning and executing Pop-up shops and company events
- Enhancing company store layout and assisted in attracting business
- Running errands for business and personal reasons

November 2015 - August 2018

Starbucks | Granada Hills, CA

Barista

- Maintained regular and consistent attendance and punctuality
- Controlled line and crowd with quick, efficient service.
- Offered exciting, respectful, fair, positive, and genuine customer service
- Trained new partners

Servers Test

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 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

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

E

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)
Used to hold a large tray on the dining floor

A

Chaffing Dish

C. Area for dirty dishware and glasses

B

French Passing

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

C

Russian Service

E. Used to open bottles of wine

F

Corkscrew

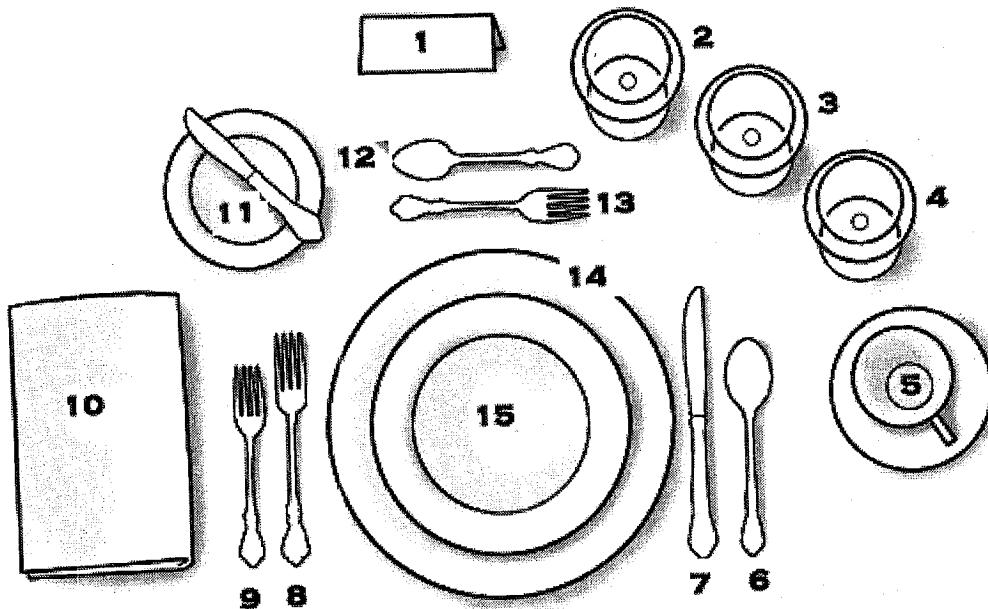
F. Style of dining in which the courses come out one at a time

C

Tray Jack

G.

Servers Test



Match the Number to the Correct Vocabulary

10 Napkin
 11 Bread Plate and Knife
 12 Name Place Card
 13 Teaspoon
 14 Dessert Fork
 15 Soup Spoon
 16 Salad Plate
 17 Water Glass

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

Fill in the Blank

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

2. Coffee and Tea service should be accompanied by what extras? Sugar & milk (condiments)

3. Synchronized service is when: Bright out all at the same time

4. What is generally indicated on the name placard other than the name? Sponsor's operation

5. The Protein on a plate is typically served at what hour on the clock? 6:00

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