

# Simone Dumas

## **Dietary Aide - Pruitt Corporation**

Atlanta, GA 30331

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I'm looking for an entry level position in a company where there is opportunity for advancement within the company with experience. I began as a secretary at a local nursing home shortly after graduating high school in 2008. Since then I have been promoted to a dietary aide within that same company and recently have been actively looking for further advancement.

## **Work Experience**

### **Wendy's Crew Member**

Wenmarr - Atlanta, GA

September 2017 to Present

I am a cashier, I'm also the safe manager and have plenty experience in customer service.

### **Box Office Cashier**

Spectra

August 2016 to Present

I sell tickets for different events through Ticketmaster, and also provide excellent customer service while being able to handle large sums of money on a daily basis

### **Takeout specialist**

Chipotle Mexican Grill - Macon, GA

Responsibilities

Catering, receiving all online orders, also working as a cashier Monday -Friday's from time to time.

Handling money, also being able to talk to customers and helping them as well on a daily basis

Accomplishments

I was able to receive a promotion!

### **Breakfast Bar Attendant**

Eurest-Compass-USA - Atlanta, GA

February 2018 to June 2019

Setting up breakfast and salad bar daily and being able to prep all food for the bar.

### **Backroom Associate**

Marshalls Dept Stores - Macon, GA

October 2016 to January 2017

Receiving merchandise and placing sensors and sizing tags on all items.

### **Cashier**

Kohl's Corporation - Macon, GA

October 2016 to January 2017

Cashing out customers and providing excellent customer service while checking out customers.

**Dietary Aide**

Pruitt Corporation - Macon, GA  
November 2013 to March 2015

Prep food and serve residence in dining hall

**Secretary**

Pruitt Corporation - Macon, GA  
October 2008 to November 2013

Healthcare Services

Answer phone, take applications, set up interviews, fax paperwork, looked up patient info, and filed paperwork

**Education**

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Westside High School  
January 2008

**Bachelor's in Medical Billing and Coding**

Virginia College

**Skills**

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Billing, Filing, Receptionist, Data Entry, Scheduling, Clerical, Outlook, Microsoft Office, Microsoft Word

**Additional Information**

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**SKILLS**

TYPING Expert

Simone Dumas

9/10

Dishwasher Test

C

- 1) After washing your hands, which item should be used to dry them?
- a) Clean apron
  - b) Sanitized wiping cloth
  - c) Single use paper towel ✓
  - d) Common used cloth

90%

C

- 2) While washing dishes by hand, which item should you wear?
- a) Cutting glove
  - b) Oven Mitt
  - c) Rubber glove ✓
  - d) Nothing

D

- 3) When should you wash your hands?
- a) Before you start work
  - b) After handling non-food items (garbage, money, cleaning chemicals)
  - c) After using the restroom
  - d) All of the above ✓

B

- 4) If you need to move a heavy load, you should PULL and not PUSH the object.
- a) True ✓
  - b) False

E

- 5) Which of the following could you be at risk for getting burned from?
- a) Steam from boiling pots
  - b) Hot liquids (coffee, soup, tea) ✓
  - c) Hot equipment (ovens, pots, chaffing dishes)
  - d) Harsh chemicals
  - e) All of the above

A

- 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
- a) True ✓
  - b) False

C

- 7) What should you do if you spill liquids or see a liquid spill?
- a) Leave it for someone else to clean-up
  - b) Wait until the end of your shift to clean it
  - c) Flag the spill and clean it immediately ✓
  - d) Not sure

C

- 8) When handling hot items you should?
- a) Wear rubber gloves
  - b) No need to wear anything
  - c) Use an oven mitt or dry cloth towel ✓
  - d) Nothing

A

- 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
- a) Rinsing
  - b) Scraping
  - c) Washing ✓
  - d) Sanitizing

B

- 10) What is the proper method for cleaning and sanitizing stationary equipment?
- a) Spray with a strong cleaning solution and wipe with a sanitized cloth
  - b) Spray with a sanitizing solution, then rinse with clean water and dry
  - c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution ✓
  - d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution

Name Simone Dumas  
**Servers Test** Score 23 / 35

**Multiple Choice**

- D 1) Food is served on what side with what hand? 65%  
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 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
- B 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

**Match the Correct Vocabulary**

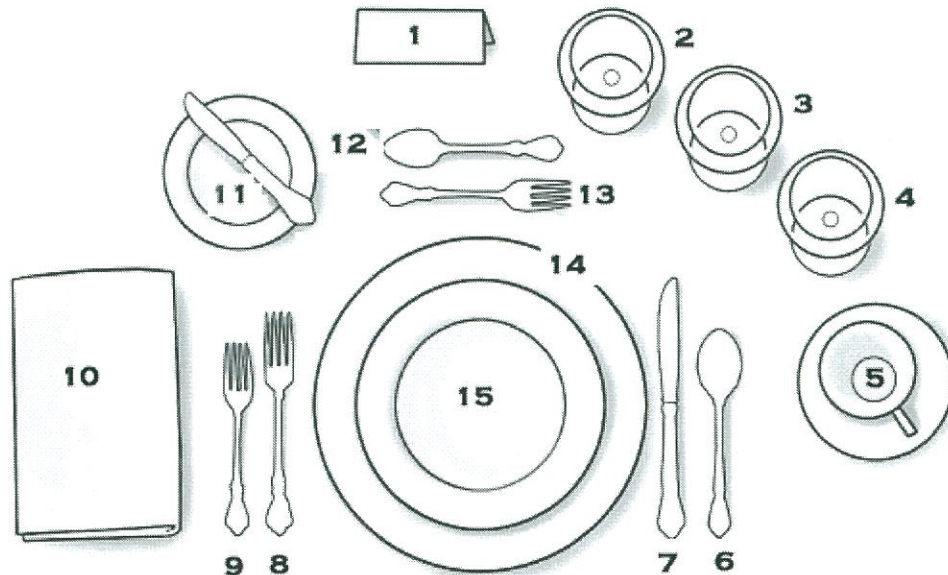
- |          |                   |  |
|----------|-------------------|--|
| <u>D</u> | Scullery ✓        | (A) Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>E</u> | Queen Mary ✓      | (B) Style of service where food is prepared or served individually at the dinner 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 Simone Dumas

**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>2/3</u>	Wine Glass (Red) X
<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>3/4</u>	Wine Glass (White) X
<u>4/2</u>	Water Glass X		

**Fill in the Blank**

- The utensils are placed 2 inches inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Condiments / cream and sugar
- Synchronized service is when: All plates are served at the same time by servers
- What is generally indicated on the name placard other than the name? Seating # / choice of meal
- The Protein on a plate is typically served at what hour on the clock? 5:00 / 6:00 clock
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? let the cook know / inform the chef or Captain immediately