

Elexus Hunter

Los Angeles, CA

SKILLS

- MS-Office Suite
- Understandable of SAP - SD, MM, FI
- Project Management
- Community Outreach
- Public Speaking
- Data Analysis
- Team Leadership
- Human Resources
- Planning/Event Planning
- Social Networking
- Nonprofits
- Customer Service
- Social Media Marketing/Content Creator
- Strategic Planning
- Creativity
- Problem Solving
- Communication
- Fundraising

EXPERIENCE

FOX - VXi Global Solutions, Los Angeles, CA - Agent

July 2019 (3 week temp. assignment)

- Answered incoming emails and direct messages through Salesforce database
- Managed and resolved customer complaints
- Identified claims and escalate issues to supervisors
- Provided product and service information to customers throughout the country regarding the Manny Pacquiao vs. Keith Thurman boxing event

Uber/Lyft, Los Angeles, CA - Contract Driver

November 2017 - July 2019

- Transported customers to and from their desired destinations
- Accomplished over more than 1,000 5 star safe and successful trips in the span of 5 months.
- Demonstrated ability to deal with unforeseen circumstances and use advanced driving techniques to better improve time management and safety

Target, Atlanta, GA- Cashier

August 2015 - March 2016

- Performed basic math functions to collect payments and make change
- Operated registers, scanners, scales and credit/debit card transactions
- Memorized product locations throughout the store and be able to direct customers or make suggestions

Booker T. Washington C.S.C San Francisco, CA- Youth Leader

June 2011 - August 2011

- Facilitated small or large groups between the ages of 6 - 10 on crafts, swimming, field trips, and various other camp exercises
- Mentored and tutored children on academic/social topics such as behavior management, reading, peer pressure.
- Diffused disputes or conflicts between youth engagement to ensure a peaceful environment

EDUCATION

Elexus Hunter

Los Angeles, CA

Clark Atlanta University, Atlanta, GA - B.A
GPA: 3.30/4.0 Scale

August 2012 - May 2016
Honors: Cum Laude

CERTIFICATIONS

New Life CPR Certification - Adult/Child/Infant
Certification of Completion - Target Executive Program
2015

November 2018 - 2020
June 2015 - August

Cashier Test

Score 12/15

B

1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

-3
80%

A

2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

D

3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- d) \$2.00

C

4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

B

5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

9.5

6) What is the current sales tax rate in your city? 9.5%

C

7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?

- a) \$4.06
- b) \$2.06
- c) \$7.06
- d) \$5.06

B

8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

- a) \$19.50
- b) \$14.50
- c) \$9.50
- d) \$4.50

10.50 21.00 7.25
10.50 14.50 7.25
21.00 35.50 14.50
14.50

50.00
34.50
15.50
3.50

D

9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- a) \$6.00
- b) \$8.00
- c) \$10.00
- d) \$12.00

3.75
4.25
8.00

A

10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?

- a) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50

3.75 1.25 2.50 3.25
3.75 1.25 2.50 3.25
7.50 2.50 5.00 6.50

100.00
21.00
79.00

Cashier Test

Score / 15

A

11) Counterfeit pens should be used on which three denominations?

- a) ☒ \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

B

12) How many times should you count change when giving it to the customer?

- a) one
- b) ☒ two
- c) three
- d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases? 21

14) What are the acceptable forms of ID for alcohol purchases? Government ID

15) How many \$20 bills are in a bank band? 50 100 - \$2000

50
20
1000

Name Eleana Hunter

Servers Test

Score 26 / 35

Multiple Choice

- B 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
- B 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

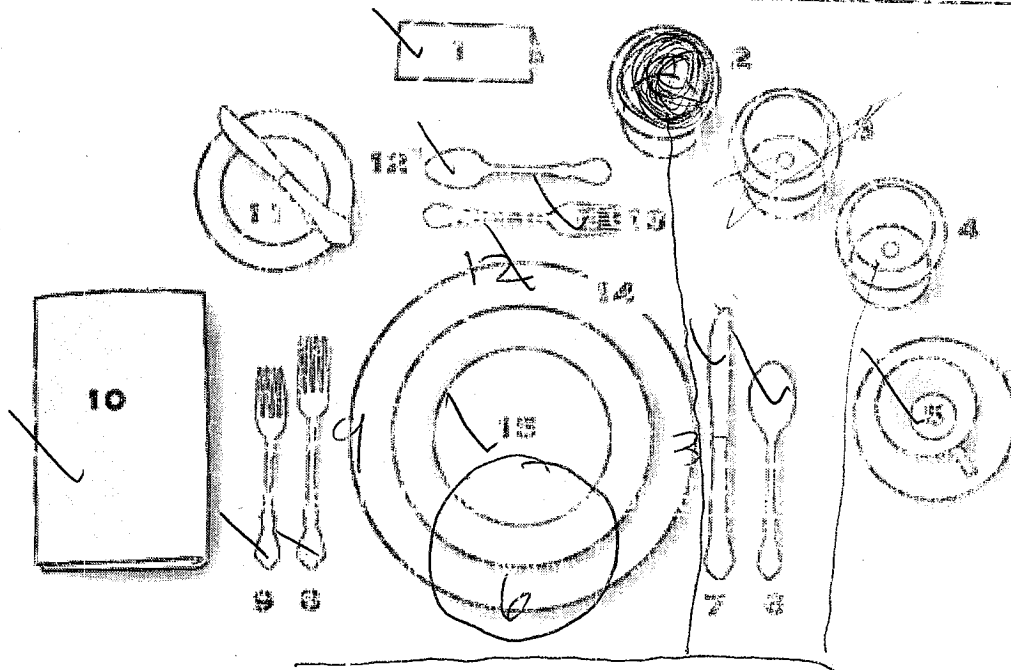
Match the Correct Vocabulary

- | | |
|--------------------------|---|
| <u>D</u> Scullery | <u>X</u> Metal buffet device used to keep food warm by heating it over warmed water |
| <u>M</u> Queen Mary | <u>B</u> 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>C</u> Chaffin Dish | <u>A</u> Used to hold a large tray on the dining floor |
| <u>G</u> French Passing | <u>D</u> Area for dirty dishware and glasses |
| <u>R</u> Russian Service | <u>E</u> Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | <u>F</u> Used to open bottles of wine |
| <u>A</u> Tray rack | <u>C</u> 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

1. The utensils are placed 16 inches inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Sugar or creamer
3. Synchronized service is when: Everything is aligned and in order
4. What is generally indicated on the name placard other than the name? RSVP
5. The Protein on a plate is typically served at what hour on the clock? It depends on the event (12) 6
6. If a guest asks for a specialty dinner (i.e. Gluten-free or Vegetarian) you should do what immediately?
Warn the back cooks on a special request or provide alternative options