

# MATTHEW ADAMS

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I am highly motivated, dependable, and easy to work with. I am very excited about joining a new team and developing myself further. I genuinely enjoy working with people, and quickly finding ways for each of us to achieve our company goals in the most efficient way possible.

## EXPERIENCE

### **JANUARY 2019 – CURRENTLY EMPLOYED**

#### **OFFICE PRODUCTION ASSISTANT, JUDGE JUDY (CBS)**

Assisted litigants with their travel, checked in litigants through security, walked litigants to their rooms and to set. Stocked and organized kitchen and office.

### **DECEMBER 2018**

#### **PRODUCTION ASSISTANT, SUPERLOUNGE PRODUCTION COMPANY**

Worked as a production assistant setting up camp on two sites, carried out any and all tasks that arose as quickly as possible.

### **NOVEMBER 2018 – MAY 2019**

#### **SERVER, TODO BIEN BAR AND RESTAURANT**

Maintaining knowledge of current menu items, assisting guests in making menu choices in a helpful fashion, time management.

### **JUNE 2018**

#### **DAY PLAYER, BIG LITTLE LIES (HBO)**

Helped out for a few days for the production team of Big Little Lies. Efficiently made purchases, delivered walkies, and made other runs for the team.

### **MAY 2011 – MAY 2019**

#### **SERVER, BJ'S RESTAURANT AND BREWHOUSE**

Serving guests and delivering an enjoyable dining experience, providing knowledgeable suggestions, top performer in monthly competitions.

### **APRIL 2010 – JAN 2011**

#### **GREENHOUSE ATTENDANT, DESIGNSCAPES**

Delivering and setting up plants on location, watering and trimming plants in greenhouse for corporate clients.

### **JULY 2007 – DEC 2009**

#### **CASHIER, TARGET**

Handling money, guest services including returns and exchanges, team leader.

## EDUCATION

**MAY 2012**

**ASSOCIATE'S DEGREE, PIERCE COMMUNITY COLLEGE**

Attended college for 3 years.

**JUNE 2009**

**HIGH SCHOOL DIPLOMA, EL CAMINO REAL HIGH SCHOOL**

Perfect Attendance, Honor Roll.

## SKILLS

- Works well with others
- Able to take on large workload
- Quick Learner
- Punctual
- Reliable
- Enjoys teamwork

## ACTIVITIES

Volunteer, *The Pacific Heart, Lung, & Blood Institute*. 2012-Present.

Helping out on fundraising events for rare cancers of the chest. (5K Walks, motorcycle rides and other events to support research). Duties include managing other volunteers, event set up and break down.

Name Matthew Adams

**Servers Test**

Score 24.5 / 35

**Multiple Choice**

- d 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
- a 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

-5.5

84%

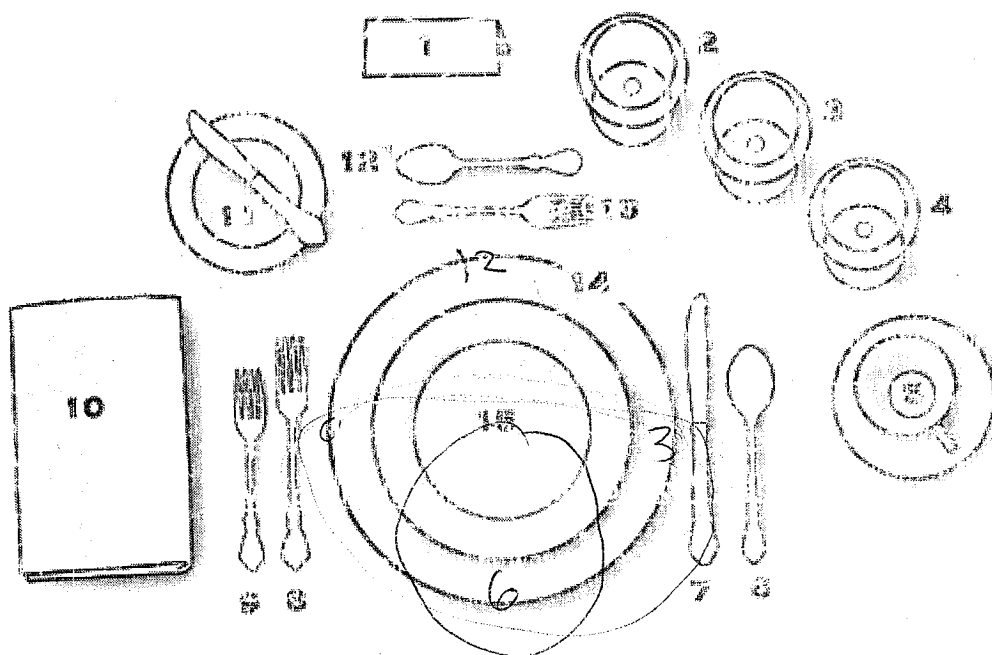
**Match the Correct Vocabulary**

- |                          |   |
|--------------------------|---|
| <u>D</u> Scullery        | A. Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>B</u> Queen Wink      | 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>E</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 Matthew Adams

**Servers Test**

Score / 35



Match the Number to the Correct Vocabulary

10 Napkin

11 Bread Plate and Knife

1 Name Place Card

12 Teaspoon

13 Dessert Fork

8 Soup Spoon

15 Salad Plate

4 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 time inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? sugar, cream, honey and/or lemon
3. Synchronized service is when: the table is served food at the same time, and table is cleared
4. What is generally indicated on the name placard other than the name? the relationship to host
5. The Protein on a plate is typically served at what hour on the clock? 8:00
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Make a note and tell the kitchen about the preference/restriction