

# **Jahira Brena**

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## **OBJECTIVE:**

Seeking a position where I can utilize my skills and abilities to contribute to the success of the company.

## **SKILLS:**

- Excellent Customer Service Skills
- Bilingual English and Spanish
- Proficient in Microsoft Office Programs
- Cashier/ sales experience
- Food services/restaurant experience
- Maintenance and dishwashing
- Filing, phones and photocopying

## **WORK EXPERIENCE:**

**Burgerim, Los Angeles, CA**

05/2018 – 08/2018

### **Food Services/ Customer Service**

- Prepared and cooked food
- Served customers; and handled cashier duties
- Provided high level customer service
- Cleaned, organized and maintained restaurant

**Los Angeles Job Corps, Los Angeles, CA**

2018 – 2019

### **Office Assistant** (Intern)

- Assisted staff with photocopying and delivering to papers to classes
- Filed documents and folders; placed in respective areas
- Assisted students with class work and with the different Microsoft programs

## **EDUCATION:**

**Los Angeles Job Corps Center**

Completed Office Assistant Trade Program

Trade Certificate – 2019

OPAC Certification

*IC3/Internet and Computing Core*

**Animo Jackie Robinson Charter High School**

High School Diploma - 2017



Name Jahika Brana

**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
- 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
- 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
- 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
- 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

-9  
74%

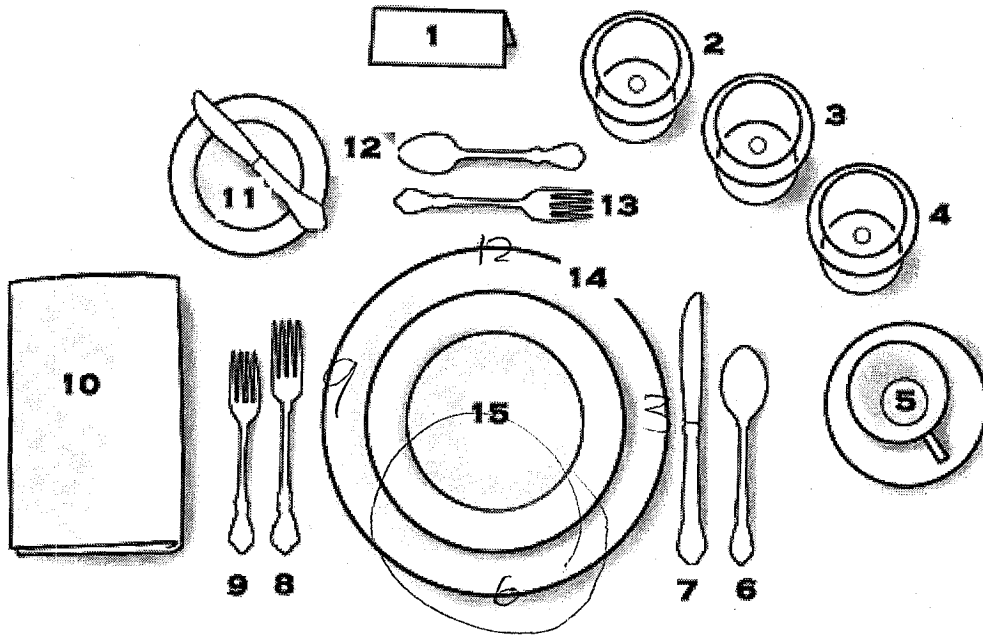
**Match the Correct Vocabulary**

- |                          |   |
|--------------------------|---|
| <u>D</u> Scullery        | <input checked="" type="checkbox"/> A Metal buffet device used to keep food warm by heating it over warmed water  |
| <u>E</u> Queen Mary      | <input type="checkbox"/> 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   | <input type="checkbox"/> C Used to hold a large tray on the dining floor  |
| <u>G</u> French Passing  | <input checked="" type="checkbox"/> D Area for dirty dishware and glasses   |
| <u>B</u> Russian Service | <input type="checkbox"/> E Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| <u>F</u> Corkscrew       | <input checked="" type="checkbox"/> F Used to open bottles of wine  |
| <u>C</u> Tray Jack       | <input type="checkbox"/> G Style of dining in which the courses come out one at a time  |

Name Jahira Brena

**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, 13</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 8 inches inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? No extras? cream/sugar
- Synchronized service is when: N/A
- What is generally indicated on the name placard other than the name? Reserved
- The Protein on a plate is typically served at what hour on the clock? 4 and 8 O'clock vegi 2-3
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?

I'll ask or tell the guest let me see if we serve Gluten-Free or Vegetarian then go ask the kitchen

**Multiple Choice** (1 point each)

- 1) A gallon is equal to \_\_\_\_\_ ounces  
a. 56  
b. 145  
c. 32  
d. 128
- 2) Mesclun are what type of vegetable?  
a. Roots  
b. Beans  
c. Salad Greens  
d. Spices
- 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
- 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
- 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
- 6) Which of the following ingredients would you pack before measuring?  
a. Olive Oil  
b. Salt  
c. Brown Sugar  
d. White Sugar
- 7) What is Al Dente?  
a. Firm but not hard  
b. Soft to the touch  
c. Very hard  
d. Very soft
- 8) Food should be left out no more than  
a. 2 hours  
b. 3 hours  
c. 4 hours  
d. 5 hours
- 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

- 10) Which of the following can you use to put out a grease fire?
- a. Baking Soda
  - b. Baking Powder
  - c. Flour
  - d. Water
- 11) What is the temperature range of the danger zone?
- a. 25-135
  - b. 40-140
  - c. 50-160
  - d. 30-130
- 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
- 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
- 14) When you poach something, you cook it with what?
- a. Noodles
  - b. Vegetables
  - c. Liquid
  - d. Oil
- 15) Which spoon is used to remove fat from soups and stews?
- a. Basting Spoon
  - b. Ladle
  - c. Slotted Spoon
  - d. Portion Spoon
- 16) Which of the following means to cook in a small amount of fat?
- a. Season
  - b. Sauté
  - c. Broil
  - d. Boil
  - e. Fry
- 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
- 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)