

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

Servers Test

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 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)

A Chaffing Dish

C. Used to hold a large tray on the dining floor

F French Passing

D. Area for dirty dishware and glasses

B Russian Service

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

F Corkscrew

F. Used to open bottles of wine

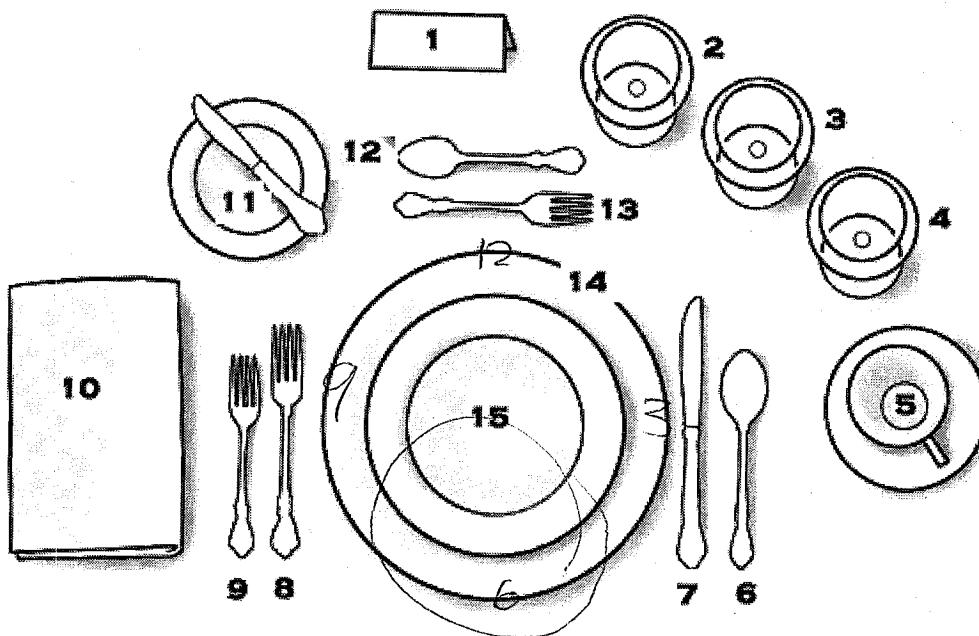
C Tray Jack

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

Name Jahira Brenna

Servers Test

Score / 35



Match the Number to the Correct Vocabulary

<u>10</u>	Napkin
<u>11</u>	Bread Plate and Knife
<u>1</u>	Name Place Card
<u>12</u>	Teaspoon
<u>13</u>	Dessert Fork
<u>6</u>	Soup Spoon
<u>15</u>	Salad Plate
<u>4</u>	Water Glass

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

Fill in the Blank

1. The utensils are placed 8 inches inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? No extras? cream/sugar
3. Synchronized service is when: N/A
4. What is generally indicated on the name placard other than the name? Respect
5. The Protein on a plate is typically served at what hour on the clock? 4 and 8 o'clock
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? I'll ask ok tell the guest let me see if we serve Gluten-Free or Vegetarian

Then go ask the kitchen
TEST Server (rev. 2013.07.31)

Prep Cooks Test

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 blanche 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)