

# Never DeVaughn

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I am highly organized, independent & able to effectively coordinate tasks to accomplish projects with timeliness creativity. Being organized and detailed- oriented, I am able to strategize & accomplish multiple tasks while staying calm under pressure.

Authorized to work in the US for any employer

## Work Experience

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### **Direct Support Staff**

Chrysalis - Las Vegas, NV  
July 2016 to May 2018

Work with individuals that are mentally disabled, in their home in the community. My main job is to create opportunities for the individuals to increase their quality of life. I work hand in hand with the individuals in the home to ensure they are safe, respected, mentored and having fun. Im a staff of a provider of supported living arrangement services that may administer medication, showers & changing of persons receiving supported living arrangements services.

### **Sub Teacher**

Creative Kids Pre School - Las Vegas, NV  
March 2016 to June 2016

Performs duties of a teacher or teacher assistant to provide continuity of day-to-day responsibilities with students during the absence of the regular teacher or teacher assistant. Provides instruction, as needed, according to plans as prepared by the regular classroom teacher and manages or helps to manage as the case may require classroom behavior and environment. I Maintain a classroom environment which promotes active learning, daily classroom routine, including distributing and collecting supplies, keeping attendance records, setting up meals, etc. Adheres to Learning Ladder Day Care Center policies and procedures. Always using appropriate judgment to act in the best interest of students at all times while working with students to help reinforce learning objectives.

### **Babysitting/Nanny**

Personal Care Services - Los Angeles, CA  
January 2013 to December 2015

My position was caring for an infant in his home. I was required to tend to any of the infants needs, including, playing, attention, changing diapers, cooking, feeding, necessary lesson plans, and putting him to sleep . I was doing this Monday- Sunday 12 hours a day .

### **Child Care Assistant**

Anna's Loving Hands Daycare - Inglewood, CA  
June 2013 to October 2015

Responsible for observing and monitoring children's play activities, maintained records on each individual child including daily observations and information concerning activities, meals served, and

medication administered. Assisted and instruct children with health habits(potty training), organized daily recreational activities, and assist in preparation of meals and refreshments for children on assigned schedule times.

### **Customer Service Associate**

Walgreens - Covina, CA

January 2008 to March 2011

#### Responsibilities

Provided friendly, courteous, and efficient service to all new and existing customers. Responsible for cash register operations, merchandising, store inventory, and maintaining store signage and displays, and other related duties as needed by management.

### Education

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#### **HS Diploma in General Education**

Inglewood High School - Inglewood, CA

September 2011 to June 2015

### Skills

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Culinary Arts, Microsoft Office/Word, Graphic Designing, Communications, Analytical/Research, Flexibility/Adaptability, Planning/Organizing, Problem Solving/Reasoning, Creativity, Direct Care, Disability, Direct Support, Personal Care, Autism, Home Health

### Certifications/Licenses

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#### **First Aid and CPR**

July 2016 to Present

Course that taught critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. Educated on how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This is First aid basics, Medical emergencies, Injury emergencies, Environmental emergencies, CPR and AED use.

#### **Recognizing + reporting abuse & Neglect**

July 2016 to Present

#### **Customer Service Skills assessment - Familiar**

November 2018

Indeed Assessments™ evaluation completed with Familiar rating.

View my results:

[https://share.indeedassessments.com/share\\_assignment/s0hojgkzwkbgxuII](https://share.indeedassessments.com/share_assignment/s0hojgkzwkbgxuII)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

**Servers Test**

**Multiple Choice**

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

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

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

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

E Corkscrew

F. Used to open bottles of wine

C Tray Jack

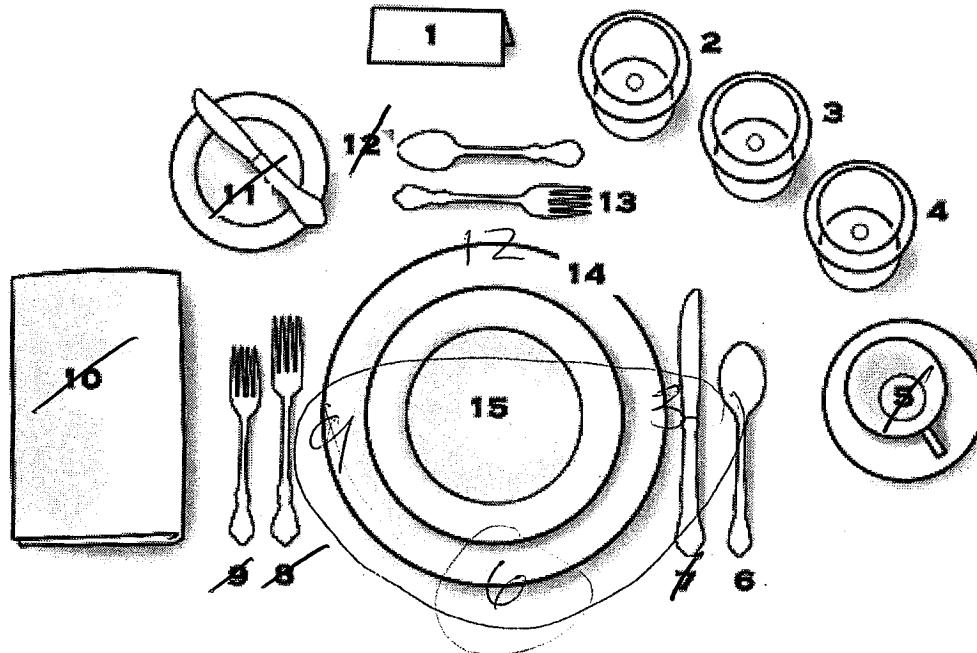
G. Style of dining in which the courses come out one at a time



Name Nancy DeVaughn

Score / 35

**Servers Test**



**Match the Number to the Correct Vocabulary**

10 Napkin

11 Bread Plate and Knife

1 Name Place Card

12 Teaspoon

13 Dessert Fork

14 C Soup Spoon

15 Salad Plate

9 Water Glass

8 9 Dinner Fork

5 Tea or Coffee Cup and Saucer

7 Dinner Knife

2 Wine Glass (Red)

18 19 Salad Fork

19 Service Plate

3 Wine Glass (White)

**Fill in the Blank**

1. The utensils are placed 1 8 inch (es) from the edge of the table.

2. Coffee and Tea service should be accompanied by what extras? Sugar and creamer

3. Synchronized service is when: Business of serving food at event settings. same time

4. What is generally indicated on the name placard other than the name? Company information

5. The Protein on a plate is typically served at what hour on the clock? The 5th course meal

6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?

Please see supervisor upon the request



## 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

-5 15

## Prep Cooks Test

A 10) Which of the following can you use to put out a grease fire?

- a. Baking Soda
- b. Baking Powder
- c. Flour
- d. Water

B 11) What is the temperature range of the danger zone?

- a. 25-135
- b. 40-140
- c. 50-160
- d. 30-130

B 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

C 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

C 14) When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- c. Liquid
- d. Oil

C 15) Which spoon is used to remove fat from soups and stews?

- a. Basting Spoon
- b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

D 16) Which of the following means to cook in a small amount of fat?

- a. Season
- b. Sauté
- c. Broil
- d. Boil
- e. Fry

D 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

A 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)

## Prep Cooks Test

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19) Salt & pepper are the basic seasoning ingredients for all savory recipes.

20) Chop: to cut into very small pieces when uniformity of size and shape is not important.

