

SHAWNTAVIA WEST

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PROFESSIONAL EXPERIENCE

CERTIFIED NURSING ASSISTANT

Certified Nursing Assistant, skilled in nursing, long term, acute and hospice care settings helping patients who can no longer care for themselves perform activities of daily living to help them get through each day.

Helped residents perform activities of daily living such as eating, clothing, bathing and medication reminders. Provided compassionate and comforting care. Helped residents with splints and also exercising residents in a restorative aide position.

Made sure my workstations were clean and sanitized. Followed health codes and personal hygiene. Prepared snacks and light meals as ordered by doctors. Read and followed recipes in a timely manner.

Certified Nursing Assistant, Villa Toscana at Cypress Station

Houston, TX: June 2013 - Oct 2013

Certified Nursing Assistant, Park Manor at Cypress Station

Houston, TX: Dec 2013- Aug 2014

Certified Nursing Assistant, Windsor Houston Nursing and Rehab

Houston, TX: Oct 2014- May 15

Certified Nursing Assistant, Memorial City Health and Rehab

Houston, TX: May 2015- Sept 2016

SOUS CHEF

High level of creativity required to prepare innovative dishes and recipes to ensure the restaurant's menu stays fresh. -Excellent communication skills necessary to build and maintain a rapport with fellow cooks as well as the wait staff and other team members essential to the operation and success of the restaurant. -Leadership skills allow me to motivate, supervise, and build relationships with fellow cooks and send out consistent product time and time again.

Skilled in producing high quality plates both in design and taste to present to costumers at a four-star restaurant. Duties include: Overseeing prepping for various meals and items for service for the head chef. Cook and prepare breakfast orders. Prepare, season, and cook an assortment of dishes, including salads, fish, soups, meats, desserts, and vegetables according to guest specifications and recipes. Help price and plan menu items with regard to market price, portion size, and company standards.

Highlight Room Grille and Lounge

Los Angeles California -January 2017 - Present

EDUCATION

Cerritos College - Culinary Arts Fundamentals Program

Norwalk, California-April, 2017

**ServSafe Food Handlers' Certificate*

- Kitchen: Food Preparation
- Knives Skills
- Kitchen Etiquette
- Clean & Sanitize Workstation
- Reads & follows recipes
- Cooking, sautéing, broiling
- Knowledge of Mise en Place
- Banquet Style Cooking
- Knowledge of Food safety Sanitation standards
- Quick learner, fast worker
- Great team player
- Thrive under pressure
- Excellent Customer Service

James Madison High School - High School Diploma

Houston, Texas - 2006

Grill Cooks Test

Score 32 / 40

Multiple Choice Test (1 point each)

- A 1) How much time should you take to wash your hands with soap?
- a) 1 minute
 - b) 20 seconds
 - c) Time does not matter, water temperature does
 - d) 5 minutes
- A 2) The recommended temperature for your refrigerator is...
- a) 45°F
 - b) 50°F
 - c) 40°F
 - d) 20°F
- D 3) Food handlers must always wash their hands
- a) Before starting work
 - b) Switching between handling raw and ready-to-eat food
 - c) After going to the restrooms
 - d) All of the above
- D 4) The most important reason for having food handlers wear hair restraints is to
- a) Prevent food from getting into food handlers' hair
 - b) Prevent food handlers from contaminating their hands by touching their hair
 - c) Keep the food handlers' hair in place
 - d) None of the above
- C 5) Which of these conditions requires immediate corrective action?
- a) Packaged food items are stored at least 6 inches above the floor
 - b) Ice is being used to cool beef stew in a shallow pan
 - c) Raw meats are stored on a shelf above ready-to-eat egg salad in the walk-in cooler
 - d) Raw fish is stored above raw chicken in the walk-in freezer
- C 6) Bacteria grow best in the temperature "danger zone" which includes temperatures between?
- a) 0°F and 100°F
 - b) 32°F and 220°F
 - c) 41°F and 135°F
 - d) 39°F and 178°F
- D 7) After cutting raw chicken, what should be done before the cutting board is used for slicing onions for salad?
- a) Clean the cutting board with a wet wiping cloth
 - b) Turn the board over and use the other side
 - c) Rinse the board with running water
 - d) Wash, rinse, and sanitize the board prior to slicing the onions
- D 8) Which of the following is NOT an approved method to thaw potentially hazardous foods?
- a) In a microwave oven
 - b) During the cooking process
 - c) Under cool running water
 - d) On a clean counter, at room temperature
- A 9) Wiping cloths stored submerged in a bucket of sanitizing solution are for:
- a) Wiping spills only
 - b) Washing hands if the hand sinks are too far away
 - c) Sanitizing the blade of utensils such as knives
 - d) Maintaining moisture on the wiping cloth

8
80%

Grill Cooks Test

E 10) Food-handling gloves must be changed frequently and also:

- a) After handling garbage
- b) After every break
- c) After picking things up off the floor
- d) Between handling raw and cooked foods
- e) All of the above

C 11) A Julienne is:

- a) to cut food into 1 inch X 1 inch cubes
- b) A cooking method using high heat
- c) To cut food into 1/8 X 1/8 slices
- d) A rough cutting method producing oblong shapes

D 12) A gallon is equal to _____ ounces

- a) 56
- b) 145
- c) 32
- d) 128

B 13) How many cups are in a quart?

- a) 2
- b) 4
- c) 6
- d) 8

A 14) A Chiffonade is:

- a) To slice an herb or leafy vegetable into thin ribbons
- b) To de bone a fish
- c) Another name for parchment paper
- d) To cook food in liquid, or at just below the boiling point

C 15) Potentially hazardous hot foods must be maintained at an internal temperature of _____ or higher to be safe

- a) 145° F
- b) 135° F
- c) 160° F
- d) 180° F

C 16) Which of the following explains the process of poaching?

- a) Poke poultry on the thickest part in order to make sure it's tender
- b) To cook food in an oven that has reached 350° F
- c) Cook gently in water that is hot but not boiling (160°-180°)
- d) Submerge protein in boiling liquid to speed cooking time

B 17) If a recipe calls for 16oz of mirepoix, how many ounces of onion, celery, and carrots do you need?

- a) 8 oz of celery, 4 oz of onion, 4 oz of carrot
- b) 4 oz of celery, 8 oz of carrot, 4 oz of onion
- c) 4 oz of celery, 8 oz of onion, 4 oz of carrot
- d) 2 oz of celery, 10 oz of carrot, 2 oz of onion

C 18) Which of the following best describes braising?

- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

Grill Cooks Test

B 19) Which of the following best describes the process of Caramelization?

- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

C 20) What temperature should chicken be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

C 21) What temperature should ALL ground meat be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

A 22) What temperature should fish be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

23) What is a roux and what is it used for? (2 points)

Flour, water or chicken stock
to thicken or make thicker

24) What is the process of making clarified butter, and why is clarified butter used? (3 points)

25) What are the 5 mother sauces? (5 points)

1. Bechamel
2. Tomato
3. Hollandaise
4. Veloute
5. Espagnole

26) What does it mean to season a grill and why is this process important? (3 points)

so food doesn't stick

27) What are the ingredients in Hollandaise sauce? (5 points)

egg yolks, lemon juice, tabasco sauce,
olive oil

Cashier Test

Score 11 / 15

B

- 1) A roll of quarters is worth?
a) \$5.00
b) \$10.00
c) \$15.00
d) \$20.00

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

A

- 4) A roll of pennies is worth?
a) \$1.00
b) \$0.75
c) \$0.50
d) \$0.25

C

- 5) What does POS stand for?
a) Patience over standards
b) Percentage of sales
c) Point of sales
d) People over service

C

- 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

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

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

-4

73%

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

A

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?

Passport, ID, DL

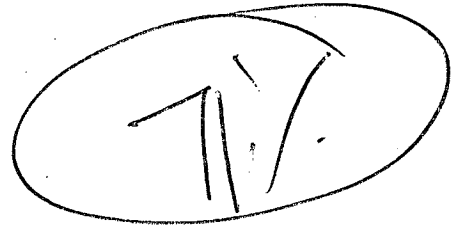
15) How many \$20 bills are in a bank band?

\$1,000 ÷ 20 = 50

Score /14

Name: _____

Housekeeping Test



1. During which of the following situation(s) should you wear gloves?
- a) When handling disinfectant solutions
 - b) When cleaning guest rooms
 - c) When handling soiled linen
 - d) When handling or disposing of waste
 - ☒ (e) All of the above
2. Which of the following should be cleaned daily?
- a) Chairs, lamps, and tables
 - b) Tabletops, bed, and handrails
 - c) Grab bars, light, tops of doors and counters
 - d) Floors, sinks, toilets, and latrines
 - ☒ (e) All of the above
3. True or False: You do not need to use a separate cloth for cleaning bathrooms.
4. ☒ True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.
5. Should the following be cleaned daily or weekly? Circle one.
- a) Floors ☒ Daily ☒ Weekly
 - b) Toilets and latrines ☒ Daily ☒ Weekly
 - c) Carpets in guest rooms ☒ Daily ☒ Weekly
 - d) Carpets in offices ☒ Daily ☒ Weekly
 - e) Soiled linen ☒ Daily ☒ Weekly
6. The best way to clean the floors:
- a) Scrubbing
 - b) Dry sweeping and dusting
 - ☒ (c) Sweeping, mopping and dusting
 - ☒ (d) Wet mopping
7. What should do if you spill liquids or see a liquid spill?
- a) Leave it for someone else to clean- up
 - b) Wait until the end of your shift to clean it
 - ☒ (c) Flag the spill and clean it up immediately
 - d) Not sure
8. The proper procedure for cleaning spills of blood and other body fluids is:
- ☒ (a) Wearing gloves, clean with cloth soaked in chlorine solution and follow up with disinfectant solution
 - b) Find the janitor on- duty and ask him to clean it up
 - c) Grab whatever is closest and wipe up immediately, then mark "Biohazard"
 - d) Nothing
9. What do you do if you encounter with bed bugs in a guest room?

Alert supervisor

10. What do you do if you find Lost and Found items in a guest rooms?

Alert supervisor and take to security
Mark with room number

11. Describe the difference between a disinfectant and a cleaning solution?

A cleaning solution is made w/ water and cleaning supplies
a disinfectant is usually a spray. destroy microorgs.

