

**Kevin McCarthy**  
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### EDUCATION

- **Elon University, Elon, NC** **September 2005 – May 2009**
- Bachelor of Arts Degree in Broadcast and New Media Communications
- Minor in Psychology

### WORK EXPERIENCE

- **WTIC-TV Fox 61 CT/ CT1Media/ The Hartford Courant (The Tribune Company)** **December 2009 – April 2012**
- *Post-Production (News Package Editor)/ On-Site Promotional Event Volunteer*
- **Two years of professional news-room experience in post-production at WTIC-TV.**
- **Responsible for editing the video obituary report news package for the six a.m. newscast.**
- Used *Apple's Final Cut Pro* and *Motion* to edit the news package together.
- Responsible for editing the obituary ticker report using *Microsoft Word*; export it, along with the news package, to load onto the *WTIC-TV Fox 61 CT/ CT1Media* website.
- Volunteer for on-site promotional events including: *American Idol (Connecticut Idol)*; *America's Next Top Model*; *The Hartford Marathon*; *The Manchester Road Race*; *The Hartford Jazz Festival*.
- Managed the *WTIC-TV Fox 61 CT/ CT1Media* promotional tent; put in charge of a group *WTIC-TV Fox 61 CT* employees at *The Hartford Marathon*.
- Assisted with the production of such *WTIC-TV Fox 61 CT* programs as: *Backyard Makeover*; *Dream Wedding*; *WTIC-TV commercial spots (using time-lapse photography)*.
- **Responsibilities for events include:** assisting with camcorder operations, shooting scenes/ b-roll, lighting, audio/ microphones, logging/ transferring footage into the computer, editing, burning footage onto DVD, handing out promotional items, interacting with clients/ customers, selling newspaper subscriptions, setting up/ breaking down the *Fox 61 CT/ CT1Media* promotional tent.

### **Wilmington Convention Center**

**September 2012 – May 2015**

- **Waiter/ Busser**
- Served food and drinks at many large banquets and conventions; exp: *Marine Corps Ball*
- Served multiple tables at a time that sat eight to ten people each
- Served in a fast-paced, high-stress environment; worked efficiently and diligently
- Worked in the kitchen doing food preparation for several banquets and events
- Kept a positive attitude at all times; stayed enthusiastic while working long hours

### **Pizza Hut**

**August 2013 – February 2014**

- **Waiter/ Food Prep/ Dishwasher**
- Served multiple tables during high-demand day and night shifts
- Used POS system to take orders
- Answered phones and took carryout and delivery orders in the POS system
- Prepped and cooked pizzas, pasta, breadsticks, wings, and p-zones
- Prepped pizza dough to be ready for the next day
- Bussed tables and washed high volumes of dishes from the whole day



**The Family Dollar****December 2012– July 2013**

- **Cashier/ Stock Clerk**
- Worked the cash register; checked out customers items, receiving cash and giving them change
- Careful to never make a mistake when handling money; always gave correct change
- Made deposits to the safe when needed to keep my cash register with the correct amount
- Counted the money at the end of the day; was never more than 5 above or below the correct count
- Always provided excellent customer service and resolved any problems or concerns they had
- Stocked the shelves when items were low with new items from the stock room
- Helped unload the 18-foot truck on early Monday mornings with all the new items for the store
- Worked very late nights, early mornings, weekends, and holidays; whenever I was needed

**References:****Jordan Rowland: 843-814-9863****Chelsea Vignal: 910-227-3602****Paula Tycienski: 860-984-8952**





Multiple Choice

a

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

b

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

b

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 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

D

Scullery

E

Queen Mary

A

Chaffing Dish

B

French Passing

G

Russian Service

F

Corkscrew

C

Tray Jack

A. Metal buffet device used to keep food warm by heating it over warmed water

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)

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

D. Area for dirty dishware and glasses

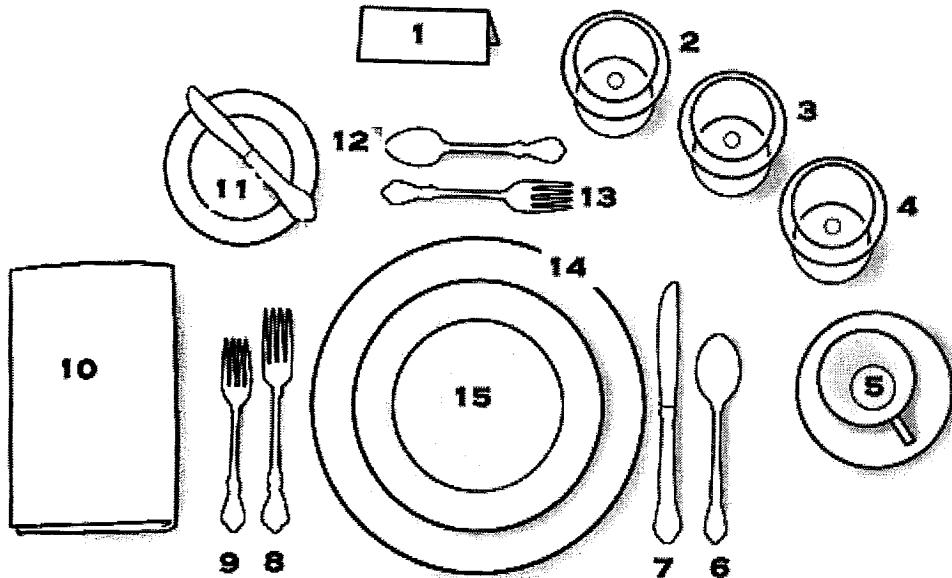
E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F. Used to open bottles of wine

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



**Servers Test**



**Match the Number to the Correct Vocabulary**

- 10 Napkin
- 11 Bread Plate and Knife
- 12 Name Place Card
- 13 Teaspoon
- 14 Dessert Fork
- 15 Soup Spoon
- 16 Salad Plate
- 17 Water Glass

- 8 Dinner Fork
- 7 Tea or Coffee Cup and Saucer
- 9 Dinner Knife
- 10 Wine Glass (Red)
- 11 Salad Fork
- 12 Service Plate
- 13 Wine Glass (White)

**Fill in the Blank**

1. The utensils are placed \_\_\_\_\_ inch (es) from the edge of the table. 10
2. Coffee and Tea service should be accompanied by what extras? Cream, Milk, sugar, and sweetener
3. Synchronized service is when: All the dinner plates and desserts are all brought out at the same exact time
4. What is generally indicated on the name placard other than the name? Table number, company
5. The Protein on a plate is typically served at what hour on the clock? 6 o'clock
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Take back his plate and replace it right away.



Dishwasher Test

90%

C

1) After washing your hands, which item should be used to dry them?

- a) Clean apron
- b) Sanitized wiping cloth
- c) Single use paper towel
- d) Common used cloth

-1

C

2) While washing dishes by hand, which item should you wear?

- a) Cutting glove
- b) Oven Mitt
- c) Rubber glove
- d) Nothing

D

3) When should you wash your hands?

- a) Before you start work
- b) After handling non-food items (garbage, money, cleaning chemicals)
- c) After using the restroom
- d) All of the above

G

If you need to move a heavy load, you should PULL and not PUSH the object.

- a) True
- b) False

E

5) Which of the following could you be at risk for getting burned from?

- a) Steam from boiling pots
- b) Hot liquids (coffee, soup, tea)
- c) Hot equipment (ovens, pots, chafing dishes)
- d) Harsh chemicals
- e) All of the above

A

6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.

- a) True
- b) False

C

7) What should you 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 immediately
- d) Not sure

C

8) When handling hot items you should?

- a) Wear rubber gloves
- b) No need to wear anything
- c) Use an oven mitt or dry cloth towel
- d) Nothing

A

9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?

- a) Rinsing
- b) Scraping
- c) Washing
- d) Sanitizing

C

10) What is the proper method for cleaning and sanitizing stationary equipment?

- a) Spray with a strong cleaning solution and wipe with a sanitized cloth
- b) Spray with a sanitizing solution, then rinse with clean water and dry
- c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
- d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution

