

## **NEZARAE MELVEY**

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### **PROFESSIONAL PROFILE**

Customer driven professional with a wealth of experience in sales and service. Skilled relationship builder able to establish a rapport with customers. Service oriented, multitasker with excellent communication skills and a keen attention to detail. Strong team player who works well in collaboration with colleagues to attain company goals.

### **EDUCATION**

**Star Career Academy – Syosset, NY – Culinary Arts Certificate; 2013**

**Kings Park High School – Kings Park, NY – High School Diploma; 2010**

**Western Suffolk BOCES – Dix Hills, NY – Office Technology Program; 2009-2010**

### **PROFESSIONAL EXPERIENCE**

**Stanford Estates Gracious Retirement- Roswell, GA-cook: 05/2019- 10/2019**

Prepared high quality, nutritious meals for retirement home, following corporate menus, in a Timely fashion. Following all rules and guidelines of the serve safe procedures, as well as rules of the kitchen, to ensure safe excellent food and presentation.

**High Point University-high point – cook; 5/2018 -10/2018**

Prepared breakfast and lunch for collage student and staff

**Jim & Nicks BBQ – Smyrna, GA – Cook; 2/2015-5/2017**

Assisted customers with food and beverage orders, prepped food items, handled cashier duties and worked as a line cook.

**Joes Crab Shack – Deer Park, NY – Line Cook; 6/2014-10/2014**

Prepared ingredients to be utilized by the chefs and assembled dishes to be served.

**Zinburger, Huntington, NY – Prep Cook; 9/2013-10/2014**

Cut up food items, and prepared gourmet burgers to be cooked.

**AYS Staffing – Sayville, NY – Waitress; 11/2011-6/2012**

Took customers food and beverage orders, told about specials, served items, cleaned and set tables and collected payments.

**Victoria's Secret – Bay Shore, NY – Customer Service; 5/2009-12/2011**

Handled general cashier duties, helped customers find sizes and merchandise, folded and stocked items on shelves and maintained cleanliness of the store.

**Oxford Management Services – Melville, NY – Collection Representative; 11/2006-9/2008**

Answered incoming calls, processed and filed orders for payment and provided support as a team leader to sales representatives.

Forster & Garbus Law Firm – Melville, NY – Clerical Assistant; 4/2005-10/2006  
Processed a high volume of work in a deadline driven environment including; inquiries, complaints, billing questions and clerical work.

**COMPUTER SKILLS**

Microsoft Word, Office, Outlook, PowerPoint, Excel, Internet and Email.

**Multiple Choice Test** (1 point each)

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

2) The recommended temperature for your refrigerator is...

- ☒ a) 45°F
- b) 50°F
- c) 40°F
- d) 20°F

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

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

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

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

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

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

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

## Grill Cooks Test

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

20) What temperature should chicken be cooked to?

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

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

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

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)

To thicken sauce or gravy

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

extract the fat from the oil

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

1. Brown sauce
2. Hollandaise
3. Bechamel
4. Veloute
5. Tomatoe Sauce

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

Put oil on the grill, so the food don't stick or the grill don't become rusted

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

egg yolk, Melted butter, Lemon