

Ondria White
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Objective: To become integrated into an establishment that offers growth, development and potential achievement; an establishment that can benefit from my experience, back ground, and enthusiasm.

Summary of Qualifications:

- Team Player
- Self-motivated
- Excellent writing Skills
- Dependable

Experience:

- Provides a high level of administration and data support
- Excellent communication skills
- Communicates information to appropriate staff
- Maintain and monitor schedules
- Acts as a liaison between vendors and associates
- Receives and handles concerns ensuring that quality service is rendered in a timely competent manner
- Copies, files and transports accurate documentation and enters information into the computer

Work History:

Receptionist

Current-

- Standard Press 1210 Menlo Drive NW, Atlanta, GA
- Responsible for receiving packages
- Sort/Filing
- Answer all incoming calls

Walmart Associate

Atlanta, GA

09/2006-01/2018

- Department Manager
- Re-stock depleted merchandise
- Monitor and Categorize Inventory
- Provide Customer Service
- Experienced Cashier
- Human Resource Assistant

- Secured parcels

Lead/ Supervisor 6/2005-10/2006

- Air-Serv Atlanta, Ga. 30318
- Supervise Clearing Team
- Assist passengers in safe boarding and existing plane.
- Cashier/ Deli Department 09/2004- 03/2005
- Save-Rite Grocery Store Atlanta, GA
- Provided prompt food service assistance to customers also responsible for problem resolution
- Experience cashier
- Prepared foods/cook
- **Education:**
- Strayer University Cobb Campus 10/2016-
• BA in Criminal Justice/ Forensic Science
- Job Corps Atlanta, Ga. 10/2003-06/2005
- High School Diploma
- Trade in Culinary Arts

Prep Cooks Test

Score / 20

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

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)

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

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

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

_____ Scullery	A. Metal buffet device used to keep food warm by heating it over warmed water
_____ 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)
_____ Chaffing Dish	C. Used to hold a large tray on the dining floor
_____ French Passing	D. Area for dirty dishware and glasses
_____ Russian Service	E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored
_____ Corkscrew	F. Used to open bottles of wine
_____ Tray Jack	G. Style of dining in which the courses come out one at a time