

Gregori O.T Williams

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EXPERIENCE

Nice One Productions, Valley Village, CA - Executive Assistant

JANUARY 2019 - PRESENT

- Executive assistant to David Koechner (actor).
- Responsibilities include executing routine administrative tasks with accuracy and attention to detail, maintaining day to day social and business schedules, event planning, coordinating travel, handling inquiries, telecommunication & email correspondence on behalf of client

Psycho Films, Los Angeles, CA - Production Assistant

JUNE 2019 - PRESENT

- Production assistant on music videos and commercial productions with major artists/ brands
- Creative and logistical duties on various projects including aiding in pre-production tasks, shoot day execution and post-production coordination, focusing on artist & producer needs.

California Conservatory, Chatsworth, CA - Teaching Assistant

JANUARY 2019 - JUNE 2019

- Dance Instructor; taught ballet, hip hop, and tap. Choreographed routines of various genres for youth.
- Supervisory and management of studio spaces and front office

Greensboro Film Festival, Greensboro, NC - Social Media Coordinator

JANUARY 2016 - OCTOBER 2017

- Led the social media marketing and outreach team.
- Managed several social accounts for the Greensboro Film Festival, including launching marketing campaigns, curating online content, and overseeing the live stream of the film festival through multiple social media platforms (Facebook, Instagram, and Twitter)

Panera Bread, Charlotte, NC - Shift Supervisor

SEPTEMBER 2014- FEBRUARY 2019

- Assisted store manager with training and development of new employees and assigning work tasks. Ensured sales and operations run smoothly, managing register transactions and supervision of cashier, barista, line production, and food service duties. Evaluated employee performance

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EDUCATION

University of North Carolina at Greensboro - Bachelor of Fine Arts

DECEMBER 2017

SKILLS

Proficiency in Microsoft Office (Word, Excel, PowerPoint etc.) and other relevant software: calendars, desktop publishing, databases and spreadsheets ● Written and verbal communication ● Presentation preparation ● Technical support ● Research and development ● Social media marketing and campaign building/execution ● Organization and time management ● Accuracy and attention to detail ● Administrative duties ● Tact and discretion ● Flexible schedule ● Self-motivated ● Leadership



1) After brewing a pot or kettle of coffee how long is the coffee good for until you need to re-brew?

- a) 20 minutes
- b) 30 minutes
- c) 60 minutes

150 / -

2) What are the basic ingredients of a Latte?

- a) Milk, Espresso, Whipped Cream
- b) Espresso, Steamed Milk
- c) Water, Espresso, and Foam

3) When making cup of tea for a customer, how long should you tell the customer to let the tea bags steep?

- a) 2 minutes
- b) 4 minutes
- c) 5 minutes

4) When steaming milk for a beverage, what temperature should you steam the milk to?

- a) 150-160 degrees
- b) 190-200 degrees
- c) 120-130 degrees

5) Once an Espresso Shot has been pulled from an Espresso machine, how long do you have to mix the shot with other liquid before the shot goes bad?

- a) 8 seconds
- b) 20 seconds
- c) 10 seconds

6) What do you do if a customer says their latte does not taste like there is espresso in it?

- a) Tell them you made the drink according to the recipe so it should be fine
- b) Apologize to the customer, then add another shot of espresso to their drink and encourage the customer to return
- c) Apologize to the customer and remake their drink according to standards
- d) Walk away and have another barista remake their drink

7) You can re-steam milk _____?

- a) Only Once
- b) Never
- c) Sometimes
- d) Always

8) What is the proper ratio of coffee grounds to water?

- a) 2 Tablespoons coffee to 6oz water
- b) 2 Tablespoons coffee to 8oz water
- c) 1 Tablespoon coffee to 6oz water
- d) 2 Teaspoons coffee to 8oz water

9) A customer requests a non-dairy coffee beverage and you are out of soy, what actions do you take?

- a) Make their drink with regular milk and hope they do not notice
- b) Apologize and ask the customer to come back tomorrow
- c) Apologize and inform the customer we are out of soy, and offer a beverage alternative
- d) Inform your manager we are out of soy



Barista Test

Score / 15

10) Decaffeinated coffee is 100% caffeine free?

- a) True
- b) False

11) What are the basic ingredients in a cappuccino?

- a) Coffee, Milk, Foam
- b) Espresso, Foam
- c) Espresso, Steamed Milk, Foam
- d) Espresso, Cream, Foam

12) What is a café au lait?

- a) Coffee, Steamed Milk
- b) Coffee, Cold Milk
- c) Coffee, Cream, Sugar
- d) Espresso, Cold Milk

13) What does "half caf" mean?

- a) Half cream and half regular milk
- b) Half as much coffee as normal
- c) Half regular and half decaf coffee

14) What does it mean when a customer requests their cappuccino "dry"?

- a) Less milk and more foam
- b) No milk and lots of foam
- c) Extra foam
- d) No foam and no milk

15) What is an Americano?

- a) Regular drip coffee
- b) Espresso with water
- c) Coffee with cream
- d) Iced coffee



Cashier Test

Score 12 / 15

3 80%

1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- d) \$2.00

4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

6) What is the current sales tax rate in your city 1.25 ? .15

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 you give back?

- a) \$4.06
- b) \$2.06
- c) \$7.06
- d) \$5.06

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 sh you give back?

- a) \$19.50
- b) \$14.50
- c) \$9.50
- d) \$4.50

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

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 soda: \$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



Cashier Test

Score / 15

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

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? Real ID and/or passport/foreign ID

15) How many \$20 bills are in a bank band? 100, \$2,000