

# Janea Garrett

Houston, TX 77004

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Accomplished discipline musician and student with determination to achieve and leave Texas Southern University with Bachelors and Masters degree in Business Administration Finance department to become a Financial Advisor or Bank Teller.

Willing to relocate to: Houston, TX - Houston, TX - Houston, TX

## Work Experience

### **Osso and Kristalla Food Runner/ Astros Cashier**

Osso and Kristalla

May 2019 to Present

Osso and Kristalla Food Runner

- Deliver Orders to signed table number
- Prep bags or pizza boxes for all to go orders with condiments and eatery
- Pleasing the customers
- Greet with a smile when delivering orders to the tables
- Bring plates to tables, and serve water to the tables
- Restock the ketchups and cheese packs, the plastic tub-ware, and pizza boxes at the end of your shift.

Minute Maid Astros Cashier

- Always have a clear bag for security, my work badge and some form of ID.
- Had to receive a green tab with my stand number on it to get my bank or money bag for my stand which started at 370\$ and 480\$ for play offs.
- Help my stand prep for opening making sure we had everything needed for the remainder of the time we have.
- Accept all debit and credit cards, cash and we also scan your ticket if it has money on it.
- Turn in money bag at the top of the 8th to receive your Form of ID back in return
- Goes to the restaurant to clock in and out.

### **VOLUNTEER ACTIVITIES**

Texas Southern University Elementary Day October 12, 2018

- Two volunteers from Tau Beta Sigma and United Afrikaans American Man team up with Looscan Elementary School and escorted the kids around campus while giving them a tour as well. Once the tour was over we processed to feed the kids pizza before taking them to our Txsu Pep Rally in front of the student center. After the event was over we also helped cleaned up and put the trash away.

Texas Southern University Halloween Trick or Treat in the Student Center

- Distributed out Halloween candy to kids for our Trick or Treat event Hosted in the student center every Halloween on October 31

### **Chick-fil-A Express Cashier**

Texas Southern University Campus

January 2019 to Present

## SKILLS

- **Musically Talented** (Clarinet, Tenor Saxophone, Piano, and Oboe)
- **Great Cook** (18 years of experience)
- **Excel Spread Sheets**
- **Positive Attitude, Telephone Etiquette, Cash register usage Customer Oriented.**
- **4 years of cashier's experience**
- **Half of month of Food running Service**

- Greet all customers with a smile.
- Show the menu, such as telling the customers about the new items on the menu
- Processing all sales with (Visa, MasterCard, Discovery, Express), cash and (For Students) Dining Points.
- Responsible for cleaning the front part of the house such as wiping down register area,
- Cleaning the tea tins,
- Washing out the lemonade containers
- Restocking the sauces, cups, lids, the salads, water bottles, apple juices and Fruit cups.
- Wiping down the screens.
- Occasionally cleaning the ice cream machine
- Sign out a register for 150\$, sign to return the Register with the draw equaling 150\$
- Do all voids by hand
- A count-back sheet for the new register for next shift.

### **Bookseller**

Barnes and Nobles - Houston, TX  
August 2018 to September 2018

Houston, TX Bookseller August 2018 - September 2018

- Greet customer, answer questions, dealing purchase merchandise/services
- Shelve, arrange, clean, organize product/space within the store maintaining appealing sales floor
- Processing sales transactions involving cash, credit, financial aid payments; 700\$ starting tithe amount.
- Remain stationary position extend periods
- Frequent lifting, occasional reaching, stooping, kneeling, crouching
- Answers phones calls from customers over purchase orders; reaching up to 15 calls daily.

### **Frenchy's Chicken Front Window Cashier**

Frenchy's Chicken - Houston, TX  
June 2017 to August 2017

- Greet all customers with warm hello and smile, explain daily specials, wipe down the Cashier, Serve soft drinks and teas for drive thru and front windows.
- Responsible for stacking dessert in the mini cooling systems such as cakes, pies, and cookies
- Back up drive by preparing orders before reaching the drive thru window.
- Clocks in and out on the register.

## **Education**

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### **Core Business**

Jesse H. Jones School of Business - Houston, TX  
May 2021

### **Bachelor of Business Administration in Finance**

Texas Southern University

## **Skills**

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- Cash register

**Servers Test**

Name Janae Garrett Score 71 / 35

-14

**Multiple Choice**

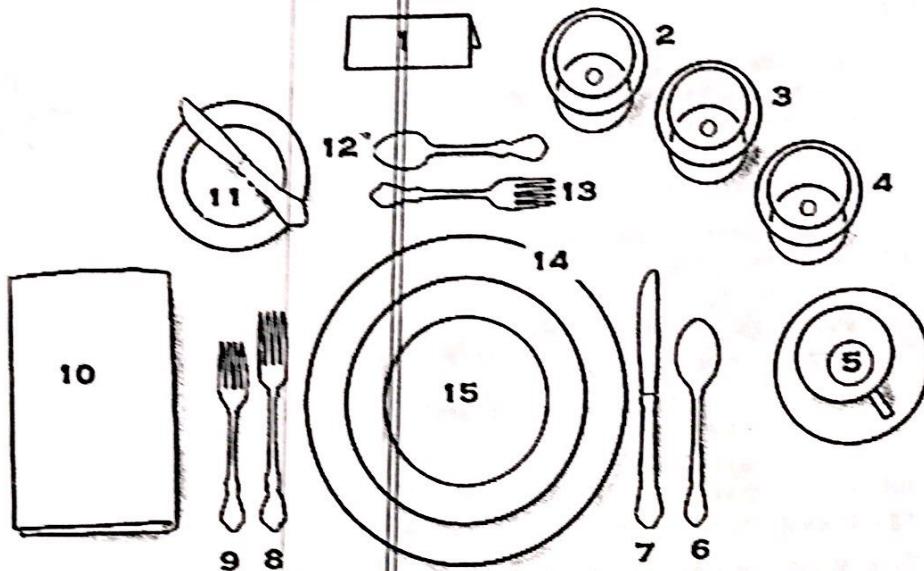
- 1) Food is served on what side with what hand?  
 a) On the left side with the left hand  
 b)  On the left side with the right hand  
 c) On the right side with the left hand  
 d) On the right side with the right hand
- 2) Drinks are served on what side with what hand?  
 a) On the left side with 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**

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**

<u>10</u>	Napkin	<u>8</u>	Dinner Fork
<u>11</u>	Bread Plate and Knife	<u>5</u>	Tea or Coffee Cup and Saucer
<u>1</u>	Name Place Card	<u>7</u>	Dinner Knife
<u>12</u>	Teaspoon	<u>2</u> <u>4</u>	Wine Glass (Red)
<u>13</u> <u>8</u>	Dessert Fork	<u>9</u> <u>13</u>	Salad Fork
<u>6</u>	Soup Spoon	<u>10</u> <u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>3</u>	Wine Glass (White)
<u>2</u> <u>2</u>	Water Glass		

**Fill in the Blank**

1. The utensils are placed 12 1 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? 1 Bread + Salad ✓
3. Synchronized service is when: 21A X ✓
4. What is generally indicated on the name placard other than the name? Number of Guest + Company Name
5. The Protein on a plate is typically served at what hour on the clock? 10:00pm ✓
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Tell the Expeditor and The Chef ✓