

# Maryam Boseman

## Production Line Lead

Multi-tasking line leader with 1-3 years of leadership experience in a fast-paced setting within Manufacturing and Production. Seeking to leverage proven logistical, supervisory, and organizational expertise in the position of Quality Associate.

### Experience

#### 2019-present Experienced Packaging Operator

*CPI for DHL Supply Chain, Duracell/ Fairburn, GA*

- Execute operation of manual and/or automated packaging and palletizing of alkaline batteries according to customer specifications and quality assurance standards
- Train newly hired general warehouse workers to reassess work flow to ensure outbound order fulfillment

#### 2017- 18 Onsite Supervisor

*Kelly Services for Defender Services/ Atlanta, GA*

- Oversee performance of 100+ employees for Americas Mart Atlanta conventions, focus on hospitality services
- Responsible for exercising retention strategies to minimize employee turnover during peak season operations
- Maintained accurate attendance records of all employees for various staffing agencies. Improved manpower planning by 50%
- Increased employee motivation in 2017 by fostering teambuilding, & modeling dependability, resulting in reduced cost of labor expenses by 20% compared to 2018

#### 2016-18

##### Production Line Lead

*Inalfa Roof Systems/ Acworth, GA*

- Production line leader for 27+ assembly workers with multiple leadership, cross-training and administrative duties
- Diagnosed downtime problems via troubleshooting and design of experiments while implementing solutions to increase production and reduce scrap by 60%
- Successfully reduced mean time between failures and increased first time thru yields by determining root causes of efficiency in production
- Led and directed rework projects for sorting, containment and better quality control. Equipment and process-related complications dropped 90% after project ends.

### Education & Certifications

#### 1999-03

Bachelor of Science in Biology, Dillard University

#### 2018

Lean Six Sigma, Supervision & Management - ATC

### Personal Info

#### Address

2535 Stone Rd  
East Point, GA 30344

#### Phone

(404) 791-9222

#### E-mail

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### Skills

#### Leadership

• • • • •  
(excellent)

#### Performance Management

• • • • •  
(very good)

#### Manpower Management

• • • • •

#### Communication

• • • • •

#### Team Building

• • • • •  
(good)

#### Decision-Making

• • • • •

#### Quantitative Skills

• • • • •

#### Microsoft Office

• • • • •

### Languages

#### Spanish

• • • • •  
(basic)



# THE SERVICE COMPANIES

SERVICE ABOVE ALL

## Prep Cooks Test

MATHEW MATHU

Multiple Choice (1 point each)

D 1) A gallon is equal to \_\_\_\_\_ ounces

- a. 56
- b. 145
- c. 32
- d. 128

C 2) Mesclun are what type of vegetable?

- a. Roots
- b. Beans
- c. Salad Greens
- d. Spices

B 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

B 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

A 5) How do you blanch 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

C 6) Which of the following ingredients would you pack before measuring?

- a. Olive Oil
- b. Salt
- c. Brown Sugar
- d. White Sugar

A 7) What is Al Dente?

- a. Firm but not hard
- b. Soft to the touch
- c. Very hard
- d. Very soft

A 8) Food should be left out no more than

- a. 2 hours
- b. 3 hours
- c. 4 hours
- d. 5 hours



# THE SERVICE COMPANIES

SERVICE. ABOVE ALL.

## Prep Cooks Test

15 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 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) SALT & PEPPER are the basic seasoning ingredients for all savory recipes.

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



# THE SERVICE COMPANIES

MATTHEW BOSEWORTH

SERVICE. ABOVE ALL

## Grill Cooks Test

Multiple Choice Test (1 point each)

- 1) A 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) D The recommended temperature for your refrigerator is...
- a) 45°F
  - b) 50°F
  - c) 40°F
  - d) 20°F
- 3) D 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) C 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) C 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) C 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) B 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) D 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) A 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

B

- 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

C 20

What temperature should chicken be cooked to?

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

C 21

What temperature should ALL ground meat be cooked to?

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

C 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)

*browned flour + liquid. used for thickening agents.*

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

*↳ separation of cream/fat*      *↳ used as an alternative to unclarified*

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

1. *Hollandaise*
- 2.
- 3.
- 4.
- 5.

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

*↳ add heat + oil to grill/skillet*      *↳ to prevent sticking of foods.*

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



THE SERVICE  
COMPANIES

SERVICE: ABOVE ALL

Name MATEYAM BOLEMAN

Servers Test

Score / 35

### Multiple Choice

- 1) A 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) D 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) A 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) B 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) D 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) D 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 dining 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

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