

## RE: Belmont Village Scottsdale & The Service Companies

Valverde, Carrie <cvalverd@belmontvillage.com>

Sat 3/12/2022 10:29 AM

To: SUSANA JARAMILLO <SUSANA.JARAMILLO@theservicecompanies.com>

**VALIDATE:** 1) sender email suffix logical?; 2) language spelling/context appropriate? consider clicking/opening if; immediately following a meeting/discussion. Research further if; 1) sent out of the blue even from a trusted person; 2) suspicious link content. **SUSPICIOUS:** create new message to sender, do not reply, and seek validation if suspicious. Trusted sender? add them to our trusted list, <https://tsc.fyi/TrustedSender>

Hi Susana,

I received a text from Sandra Rodriguez this morning that she has accepted another job closer to home.

### Carrie Valverde

Human Resource Generalist, Belmont Village Scottsdale

13850 N. Frank Lloyd Wright Blvd, Scottsdale, AZ 85260

W: 480-945-3600, Ext. 106

F: 480-945-3676

[Cvalverde@belmontvillage.com](mailto:Cvalverde@belmontvillage.com)



Lic. # AL10063C



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**From:** SUSANA JARAMILLO <SUSANA.JARAMILLO@theservicecompanies.com>

**Sent:** Thursday, March 10, 2022 3:48 PM

**To:** Valverde, Carrie <cvalverd@belmontvillage.com>

**Subject:** Re: Belmont Village Scottsdale & The Service Companies

Hello Carrie,

That is great news! I will attach all documents received by employees and send to you. Also, Brian Mosley, Prep Cook, has cleared Background and can be scheduled for fingerprint. I will reach out to my HR and get him set up for the TB test.

Prep cook 10:00 - 6:30 pm

602-781-1327

uptown\_flavor@yahoo.com

Yes, please keep me informed of when you have confirmed their first day in order for me to add them to our calendar and ensure they get paid accurately.

Best,

**Susana Jaramillo**

Operation Specialist, Hospitality Services

The Service Companies

2900 Monarch Lake Boulevard - Suite 202 | Miramar, FL 33027

**M:** 337.244.9844

**E:** susana.jaramillo@theservicecompanies.com

---

**From:** Valverde, Carrie <cvalverd@belmontvillage.com>  
**Sent:** Thursday, March 10, 2022 3:06 PM  
**To:** SUSANA JARAMILLO <SUSANA.JARAMILLO@theservicecompanies.com>  
**Subject:** RE: Belmont Village Scottsdale & The Service Companies

**VALIDATE:** 1) sender email suffix logical?; 2) language spelling/context appropriate? consider clicking/opening if; immediately following a meeting/discussion. Research further if; 1) sent out of the blue even from a trusted person; 2) suspicious link content. **SUSPICIOUS:** create new message to sender, do not reply, and seek validation if suspicious. Trusted sender? add them to our trusted list, <https://tsc.fyi/TrustedSender>

Thank you Susana,

I have been in contact with Shaylai as well and she will forward her fingerprint clearance card and flu vaccination. Once I receive them, I will reach out to you to get her scheduled at Belmont Village.

Thank you,

**Carrie Valverde**

Human Resource Generalist, Belmont Village Scottsdale

13850 N. Frank Lloyd Wright Blvd, Scottsdale, AZ 85260

W: 480-945-3600, Ext. 106

F: 480-945-3676

[Cvalverde@belmontvillage.com](mailto:Cvalverde@belmontvillage.com)



Lic. # AL10063C



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**From:** SUSANA JARAMILLO <SUSANA.JARAMILLO@theservicecompanies.com>  
**Sent:** Thursday, March 10, 2022 11:07 AM  
**To:** Valverde, Carrie <cvalverd@belmontvillage.com>  
**Cc:** HS San Diego <hssd@theservicecompanies.com>  
**Subject:** Re: Belmont Village Scottsdale & The Service Companies

Hello Carrie,

Brown, Shaylai has cleared BG and is ready to be set up for fingerprints and Flu shot. I have reached out to my Hr and we will set her up for the TB test and Booster shot.

Server 6:30 - 3 pm M-F  
602-339-6893  
b.shaylai@yahoo.com

**Susana Jaramillo**  
Operation Specialist, Hospitality Services

The Service Companies  
2900 Monarch Lake Boulevard - Suite 202 | Miramar, FL 33027

**M:** 337.244.9844  
**E:** susana.jaramillo@theservicecompanies.com

[Redacted Signature]

---

**From:** SUSANA JARAMILLO <SUSANA.JARAMILLO@theservicecompanies.com>  
**Sent:** Thursday, March 10, 2022 9:11 AM  
**To:** Valverde, Carrie <cvalverd@belmontvillage.com>  
**Subject:** Re: Belmont Village Scottsdale & The Service Companies

Hello Carrie,

I will reach out to her and see if she has the one for her Flu shot.

Best,

**Susana Jaramillo**  
Operation Specialist, Hospitality Services

The Service Companies  
2900 Monarch Lake Boulevard - Suite 202 | Miramar, FL 33027

**M:** 337.244.9844

**E:** susana.jaramillo@theservicecompanies.com

---

**From:** Valverde, Carrie <cvalverd@belmontvillage.com>  
**Sent:** Thursday, March 10, 2022 9:11 AM  
**To:** SUSANA JARAMILLO <SUSANA.JARAMILLO@theservicecompanies.com>  
**Subject:** RE: Belmont Village Scottsdale & The Service Companies

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Thank you.

That is the correct fingerprint card, however that is her COVID 19 card, we need the flu vaccination document.

**Carrie Valverde**

Human Resource Generalist, Belmont Village Scottsdale  
13850 N. Frank Lloyd Wright Blvd, Scottsdale, AZ 85260  
W: 480-945-3600, Ext. 106  
F: 480-945-3676  
[Cvalverde@belmontvillage.com](mailto:Cvalverde@belmontvillage.com)



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**From:** SUSANA JARAMILLO <SUSANA.JARAMILLO@theservicecompanies.com>  
**Sent:** Thursday, March 10, 2022 8:57 AM  
**To:** Valverde, Carrie <cvalverd@belmontvillage.com>  
**Subject:** Re: Belmont Village Scottsdale & The Service Companies

Hello Carrie,

I have attached what Sandra sent me. I dint see her flu vaccination on her COVID vaccine she provided me with. The finger printing record has been attached.

Best,

**Susana Jaramillo**

Operation Specialist, Hospitality Services

The Service Companies

2900 Monarch Lake Boulevard - Suite 202 | Miramar, FL 33027

**M:** 337.244.9844

**E:** susana.jaramillo@theservicecompanies.com

---

**From:** Valverde, Carrie <cvalverd@belmontvillage.com>  
**Sent:** Thursday, March 10, 2022 7:03 AM  
**To:** SUSANA JARAMILLO <SUSANA.JARAMILLO@theservicecompanies.com>  
**Subject:** RE: Belmont Village Scottsdale & The Service Companies

**VALIDATE:** 1) sender email suffix logical?; 2) language spelling/context appropriate? consider clicking/opening if; immediately following a meeting/discussion. Research further if; 1) sent out of the blue even from a trusted person; 2) suspicious link content. **SUSPICIOUS:** create new message to sender, do not reply, and seek validation if suspicious. Trusted sender? add them to our trusted list, <https://tsc.fyi/TrustedSender>

Great, thank you.

Once received we are able to move forward with Sunday as her first day.

**Carrie Valverde**

Human Resource Generalist, Belmont Village Scottsdale

13850 N. Frank Lloyd Wright Blvd, Scottsdale, AZ 85260

W: 480-945-3600, Ext. 106

F: 480-945-3676

[Cvalverde@belmontvillage.com](mailto:Cvalverde@belmontvillage.com)



Lic. # AL10063C



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**From:** SUSANA JARAMILLO <SUSANA.JARAMILLO@theservicecompanies.com>  
**Sent:** Wednesday, March 9, 2022 7:26 PM

**To:** Valverde, Carrie <cvalverd@belmontvillage.com>  
**Subject:** Re: Belmont Village Scottsdale & The Service Companies

Hello Carrie,

Sandra and I did talk about those items. I only received the vaccination card, Serve safe food handlers card, 2 forms of Id and TB test. I never received the fingerprint or flu shot records. I will reach out to her and request them to be sent to us.

Best,

**Susana Jaramillo**  
Operation Specialist, Hospitality Services

The Service Companies  
2900 Monarch Lake Boulevard - Suite 202 | Miramar, FL 33027

**M:** [210.740.1511](tel:210.740.1511)  
**E:** [susana.jaramillo@theservicecompanies.com](mailto:susana.jaramillo@theservicecompanies.com)

---

**From:** Valverde, Carrie <cvalverd@belmontvillage.com>  
**Sent:** Wednesday, March 9, 2022 7:15:52 PM  
**To:** SUSANA JARAMILLO <SUSANA.JARAMILLO@theservicecompanies.com>  
**Subject:** Re: Belmont Village Scottsdale & The Service Companies

**VALIDATE:** 1) sender email suffix logical?; 2) language spelling/context appropriate? consider clicking/opening if; immediately following a meeting/discussion. Research further if; 1) sent out of the blue even from a trusted person; 2) suspicious link content. **SUSPICIOUS:** create new message to sender, do not reply, and seek validation if suspicious. Trusted sender? add them to our trusted list, <https://tsc.fyi/TrustedSender>

That's great to hear!

I spoke with Sandra, she mentioned she provided you with her level one fingerprint card and flu vaccination, can you confirm you have that information?

If you do we are all set for her to start Sunday, 11a-7-30pm.

Thanks, Carrie.

Sent from my iPhone

On Mar 9, 2022, at 5:05 PM, SUSANA JARAMILLO  
<SUSANA.JARAMILLO@theservicecompanies.com> wrote:

Hello Carrie,

Kern, Gregory has passed BG and can be reached for Screenings. I will inform our HR team to set up the TB screening.

**Position:** Dishwasher  
**Shift:** 12pm - 8:30pm (M -F if possible)

**Phone:**(480) 434 - 0616  
**Email:** helloox69@yahoo.com

Best,

**Susana Jaramillo**

Operation Specialist, Hospitality Services

The Service Companies  
2900 Monarch Lake Boulevard - Suite 202 | Miramar, FL 33027

**M:** 337.244.9844

**E:** susana.jaramillo@theservicecompanies.com

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**From:** Valverde, Carrie <cvalverd@belmontvillage.com>  
**Sent:** Wednesday, March 9, 2022 3:48 PM  
**To:** SUSANA JARAMILLO <SUSANA.JARAMILLO@theservicecompanies.com>  
**Subject:** RE: Belmont Village Scottsdale & The Service Companies

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Thank you Susana,

I've left a voicemail for Sandra and sent a text to her as well.

**Carrie Valverde**

Human Resource Generalist, Belmont Village Scottsdale  
13850 N. Frank Lloyd Wright Blvd, Scottsdale, AZ 85260  
W: 480-945-3600, Ext. 106  
F: 480-945-3676  
[Cvalverde@belmontvillage.com](mailto:Cvalverde@belmontvillage.com)

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**From:** SUSANA JARAMILLO <SUSANA.JARAMILLO@theservicecompanies.com>  
**Sent:** Wednesday, March 9, 2022 2:19 PM  
**To:** Valverde, Carrie <cvalverd@belmontvillage.com>  
**Subject:** Re: Belmont Village Scottsdale & The Service Companies

Hello Carrie,

Sandra Rodriguez  
ladybugsfly51@gmail.com


**Susana Jaramillo**

Operation Specialist, Hospitality Services

The Service Companies  
2900 Monarch Lake Boulevard - Suite 202 | Miramar, FL 33027

**M:** 337.244.9844

**E:** susana.jaramillo@theservicecompanies.com



---

**From:** SUSANA JARAMILLO <SUSANA.JARAMILLO@theservicecompanies.com>

**Sent:** Wednesday, March 9, 2022 1:35 PM

**To:** Valverde, Carrie <cvalverd@belmontvillage.com>

**Subject:** Re: Belmont Village Scottsdale & The Service Companies

Hello Carrie,

Yes, please call me at your earliest convenience.

Best,


**Susana Jaramillo**

Operation Specialist, Hospitality Services

The Service Companies  
2900 Monarch Lake Boulevard - Suite 202 | Miramar, FL 33027

**M:** 337.244.9844

**E:** susana.jaramillo@theservicecompanies.com



---

**From:** Valverde, Carrie <cvalverd@belmontvillage.com>

**Sent:** Wednesday, March 9, 2022 1:32 PM

**To:** SUSANA JARAMILLO <SUSANA.JARAMILLO@theservicecompanies.com>

**Subject:** RE: Belmont Village Scottsdale & The Service Companies

**VALIDATE:** 1) sender email suffix logical?; 2) language spelling/context appropriate? consider clicking/opening if; immediately following a meeting/discussion. Research further if; 1) sent out of the blue even from a trusted person; 2) suspicious link content. **SUSPICIOUS:** create new message to sender, do not reply, and seek validation if suspicious. Trusted sender? add them to our trusted list, <https://tsc.fyi/TrustedSender>

Hi Susana,



Yes, we serve beer and wine during the lunch hours if requested.

Did you receive my voicemail this morning? I am available for a call if you have a minute to review the next steps with Sandra.

**Carrie Valverde**

Human Resource Generalist, Belmont Village Scottsdale  
13850 N. Frank Lloyd Wright Blvd, Scottsdale, AZ 85260  
W: 480-945-3600, Ext. 106  
F: 480-945-3676  
[Cvalverde@belmontvillage.com](mailto:Cvalverde@belmontvillage.com)

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*Lic. # AL10063C*

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**From:** SUSANA JARAMILLO <SUSANA.JARAMILLO@theservicecompanies.com>  
**Sent:** Wednesday, March 9, 2022 1:26 PM  
**To:** Valverde, Carrie <cvalverd@belmontvillage.com>  
**Subject:** Re: Belmont Village Scottsdale & The Service Companies

Hello Carrie,

Will servers be serving alcoholic beverages?

Best,

**Susana Jaramillo**

Operation Specialist, Hospitality Services

The Service Companies  
2900 Monarch Lake Boulevard - Suite 202 | Miramar, FL 33027

**M:** 337.244.9844

**E:** susana.jaramillo@theservicecompanies.com

<image006.jpg>

---

**From:** SUSANA JARAMILLO <SUSANA.JARAMILLO@theservicecompanies.com>  
**Sent:** Wednesday, March 9, 2022 7:06 AM  
**To:** Valverde, Carrie <cvalverd@belmontvillage.com>  
**Subject:** Re: Belmont Village Scottsdale & The Service Companies

Good Morning Carrie,

I am available. Please feel free to give me a call.

Best,

**Susana Jaramillo**

Operation Specialist, Hospitality Services

The Service Companies

2900 Monarch Lake Boulevard - Suite 202 | Miramar, FL 33027

**M:** [210.740.1511](tel:210.740.1511)

**E:** [susana.jaramillo@theservicecompanies.com](mailto:susana.jaramillo@theservicecompanies.com)

---

**From:** Valverde, Carrie <cvalverd@belmontvillage.com>

**Sent:** Tuesday, March 8, 2022 6:46:38 PM

**To:** SUSANA JARAMILLO <SUSANA.JARAMILLO@theservicecompanies.com>

**Subject:** RE: Belmont Village Scottsdale & The Service Companies

**VALIDATE:** 1) sender email suffix logical?; 2) language spelling/context appropriate? consider clicking/opening if; immediately following a meeting/discussion. Research further if; 1) sent out of the blue even from a trusted person; 2) suspicious link content. **SUSPICIOUS:** create new message to sender, do not reply, and seek validation if suspicious. Trusted sender? add them to our trusted list, <https://tsc.fyi/TrustedSender>

Hi Susana,

I can reach out to her tomorrow. I think I just need a little more information on how your process runs as our community hasn't used these services yet.

Are you available for a call Wednesday to review your process?

**Carrie Valverde**

Human Resource Generalist, Belmont Village Scottsdale

13850 N. Frank Lloyd Wright Blvd, Scottsdale, AZ 85260

W: 480-945-3600, Ext. 106

F: 480-945-3676

[Cvalverde@belmontvillage.com](mailto:Cvalverde@belmontvillage.com)

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Lic. # AL10063C

<image005.png>

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**From:** SUSANA JARAMILLO <SUSANA.JARAMILLO@theservicecompanies.com>

**Sent:** Tuesday, March 8, 2022 6:42 PM

**To:** Valverde, Carrie <cvalverd@belmontvillage.com>

**Subject:** Re: Belmont Village Scottsdale & The Service Companies

Hello Carrie,

Thank you, I will continue to do offers and inform you once BG have cleared for new hire. Yes, Sandra is ready to get fingerprinted and get her flu shot. Do you prefer I have them reach out to you or you reach out to them?

Sandra Rodriguez  
602-668-1811

Best,

**Susana Jaramillo**

Operation Specialist, Hospitality Services

The Service Companies  
2900 Monarch Lake Boulevard - Suite 202 | Miramar, FL 33027

**M:** 337.244.9844

**E:** susana.jaramillo@theservicecompanies.com

<image006.jpg>

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**From:** Valverde, Carrie <cvalverd@belmontvillage.com>  
**Sent:** Tuesday, March 8, 2022 6:38 PM  
**To:** SUSANA JARAMILLO <SUSANA.JARAMILLO@theservicecompanies.com>  
**Subject:** RE: Belmont Village Scottsdale & The Service Companies

**VALIDATE:** 1) sender email suffix logical?; 2) language spelling/context appropriate? consider clicking/opening if; immediately following a meeting/discussion. Research further if; 1) sent out of the blue even from a trusted person; 2) suspicious link content. **SUSPICIOUS:** create new message to sender, do not reply, and seek validation if suspicious. Trusted sender? add them to our trusted list, <https://tsc.fyi/TrustedSender>

Hi Susan,

That's great. Are we at a point where I should contact the candidate to get their fingerprints done? Yes, the TB from October 21 will be good until October 2022.

**Carrie Valverde**

Human Resource Generalist, Belmont Village Scottsdale  
13850 N. Frank Lloyd Wright Blvd, Scottsdale, AZ 85260  
W: 480-945-3600, Ext. 106  
F: 480-945-3676  
[Cvalverde@belmontvillage.com](mailto:Cvalverde@belmontvillage.com)

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**From:** SUSANA JARAMILLO <SUSANA.JARAMILLO@theservicecompanies.com>  
**Sent:** Tuesday, March 8, 2022 4:35 PM  
**To:** Valverde, Carrie <cvalverd@belmontvillage.com>  
**Cc:** HS San Diego <hssd@theservicecompanies.com>  
**Subject:** Re: Belmont Village Scottsdale & The Service Companies

Hello Carrie,

Sandra Has cleared her BG We are clear to set her up for the screenings. Sandra does have a TB test result from October 2021. Will that work or does she need to be scheduled for another?

Best,

**Susana Jaramillo**

Operation Specialist, Hospitality Services

The Service Companies

2900 Monarch Lake Boulevard - Suite 202 | Miramar, FL 33027

**M:** 337.244.9844

**E:** susana.jaramillo@theservicecompanies.com

<image006.jpg>

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**From:** SUSANA JARAMILLO <SUSANA.JARAMILLO@theservicecompanies.com>

**Sent:** Tuesday, March 8, 2022 9:24 AM

**To:** Valverde, Carrie <cvalverd@belmontvillage.com>

**Subject:** Re: Belmont Village Scottsdale & The Service Companies

Good morning Carrie,

I just hired another Server Sun-Thu 11am - 7:30 pm. You don't need to worry about BG checks, BG are runned by TSC.

Below are employees pending BG results. Once I receive the results, we will get them set up for the screenings.

Sandra - Server Sun-Thu 11am - 7:30 pm

Natalie - Server Mon - Fri 6:30 - 3:00 pm

Jonathan - Dishwasher Mon - Fri 7 am - 3 pm

Brian - Prep Cook Mon - Fri 10 am - 6:30 pm

Best,

**Susana Jaramillo**

Operation Specialist, Hospitality Services

The Service Companies

2900 Monarch Lake Boulevard - Suite 202 | Miramar, FL 33027

**M:** 337.244.9844

**E:** susana.jaramillo@theservicecompanies.com

<image006.jpg>

**From:** Valverde, Carrie <cvalverd@belmontvillage.com>  
**Sent:** Tuesday, March 8, 2022 6:38 AM  
**To:** SUSANA JARAMILLO <SUSANA.JARAMILLO@theservicecompanies.com>  
**Subject:** Re: Belmont Village Scottsdale & The Service Companies

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Good morning Susana,

That's great. Am I processing the background or is that something you are doing?

Yes, please continue to look for dishwasher and prep cook.

Thank you,  
Carrie

Sent from my iPhone

On Mar 7, 2022, at 7:20 PM, SUSANA JARAMILLO  
<SUSANA.JARAMILLO@theservicecompanies.com> wrote:

Hello Carrie,

I have Processed Natalie Iniguez for Server 6:30 - 3 pm M-F - Pending BG. Please let me know if you no longer need the prep cook or Dish so I can close my open adds.

Best,

**Susana Jaramillo**

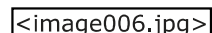
Operation Specialist, Hospitality Services

The Service Companies

2900 Monarch Lake Boulevard - Suite 202 | Miramar, FL 33027

**M:** 337.244.9844

**E:** susana.jaramillo@theservicecompanies.com



---

**From:** Valverde, Carrie <cvalverd@belmontvillage.com>  
**Sent:** Friday, March 4, 2022 6:52 PM  
**To:** SUSANA JARAMILLO <SUSANA.JARAMILLO@theservicecompanies.com>  
**Subject:** Re: Belmont Village Scottsdale & The Service Companies

**VALIDATE:** 1) sender email suffix logical?; 2) language spelling/context appropriate? consider clicking/opening if; immediately following a meeting/discussion. Research further if; 1) sent out of the blue even from a trusted person; 2) suspicious link content. **SUSPICIOUS:** create

new message to sender, do not reply, and seek validation if suspicious. Trusted sender? add them to our trusted list, <https://tsc.fyi/TrustedSender>

Thank you Susana,

I left you a voicemail to get an understanding of your process. Would you mind calling me when you have a moment to review?

Thank you,  
Carrie

Sent from my iPhone

On Mar 4, 2022, at 6:44 PM, SUSANA JARAMILLO  
<SUSANA.JARAMILLO@theservicecompanies.com> wrote:

Hello Carrie,

Just wanted to update you on what we have made offers on

Offers made 3/3/2022

1 Dishwasher for 6:30 - 3 pm shift

1 Server 6:30 - 3 pm.

Offers made 3/4/2022

1 Server Sun-Thu 11am - 7:30 am

I will keep you updated once they onboard to our system and BG is clear and they are ready to get their screenings done.

Best,

---

**From:** SUSANA JARAMILLO  
<SUSANA.JARAMILLO@theservicecompanies.com>  
**Sent:** Friday, March 4, 2022 12:11 PM  
**To:** Valverde, Carrie <cvalverd@belmontvillage.com>  
**Subject:** Re: Belmont Village Scottsdale & The Service Companies

Hello Carrie,

The job offers were made for Bellmont Village Scottsdale, AZ.

Best,

**Susana Jaramillo**  
Operation Specialist, Hospitality Services

The Service Companies  
2900 Monarch Lake Boulevard - Suite 202 | Miramar, FL 33027

**M:** 337.244.9844  
**E:** susana.jaramillo@theservicecompanies.com

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**From:** Valverde/, Carrie <cvalverd@belmontvillage.com>  
**Sent:** Friday, March 4, 2022 12:09 PM  
**To:** SUSANA JARAMILLO  
<SUSANA.JARAMILLO@theservicecompanies.com>  
**Subject:** RE: Belmont Village Scottsdale & The Service Companies

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Hi Susana,

Is this for Scottsdale or San Diego?

**Carrie Valverde**

Human Resource Generalist, Belmont Village Scottsdale  
13850 N. Frank Lloyd Wright Blvd, Scottsdale, AZ 85260  
W: 480-945-3600, Ext. 106  
F: 480-945-3676  
[Cvalverde@belmontvillage.com](mailto:Cvalverde@belmontvillage.com)

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*Lic. # AL10063C*

<image007.png>

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**From:** SUSANA JARAMILLO  
<SUSANA.JARAMILLO@theservicecompanies.com>  
**Sent:** Thursday, March 3, 2022 6:37 PM  
**To:** Valverde, Carrie <cvalverd@belmontvillage.com>  
**Cc:** HS San Diego <hssd@theservicecompanies.com>  
**Subject:** Re: Belmont Village Scottsdale & The Service Companies

Hello Carrie,

Just wanted to update you. I have made 1 job Offer for Dishwasher for 6:30 - 3 pm shift, and 1 Job offer for Server 6:30 - 3 pm. I will keep you updated once they onboard to our system and BG is clear and they are ready to get their screenings done.

Best,

**Susana Jaramillo**

Operation Specialist, Hospitality Services

The Service Companies

2900 Monarch Lake Boulevard - Suite 202 | Miramar, FL 33027

**M:** 337.244.9844

**E:** susana.jaramillo@theservicecompanies.com

<image010.jpg>

---

**From:** Valverde, Carrie <cvalverd@belmontvillage.com>

**Sent:** Thursday, March 3, 2022 10:55 AM

**To:** SUSANA JARAMILLO

<SUSANA.JARAMILLO@theservicecompanies.com>

**Subject:** RE: Belmont Village Scottsdale & The Service Companies

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Good morning Susana,

Great to meet you as well. We look forward to working with you!

**Carrie Valverde**

Human Resource Generalist, Belmont Village Scottsdale

13850 N. Frank Lloyd Wright Blvd, Scottsdale, AZ 85260

W: 480-945-3600, Ext. 106

F: 480-945-3676

[Cvalverde@belmontvillage.com](mailto:Cvalverde@belmontvillage.com)

<image004.jpg>

*Lic. # AL10063C*

<image006.png>

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**From:** SUSANA JARAMILLO

<SUSANA.JARAMILLO@theservicecompanies.com>

**Sent:** Thursday, March 3, 2022 9:51 AM

**To:** Valverde, Carrie <cvalverd@belmontvillage.com>; Adam Guerra

<adam.guerra@theservicecompanies.com>; Hill, Brent

<bhill@belmontvillage.com>; Patterson, Sabrina

<spatterson@belmontvillage.com>

**Cc:** Staffing Deployment Team <deployment@theservicecompanies.com>

**Subject:** Re: Belmont Village Scottsdale & The Service Companies



Good morning Carrie,

It is very nice to meet you! Thank you for that information. I am recruiting for this location and will be keeping you updated on a regular basis. Please feel free to reach out to me if you have any questions.

Best

**Susana Jaramillo**

Operation Specialist, Hospitality Services

The Service Companies

2900 Monarch Lake Boulevard - Suite 202 | Miramar, FL 33027

**M:** 337.244.9844

**E:** susana.jaramillo@theservicecompanies.com

<image008.jpg>

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**From:** Valverde, Carrie <cvalverd@belmontvillage.com>

**Sent:** Thursday, March 3, 2022 9:26 AM

**To:** Adam Guerra <adam.guerra@theservicecompanies.com>; Hill, Brent <bhill@belmontvillage.com>; Patterson, Sabrina <spatterson@belmontvillage.com>

**Cc:** SUSANA JARAMILLO

<SUSANA.JARAMILLO@theservicecompanies.com>; Staffing Deployment Team <deployment@theservicecompanies.com>

**Subject:** RE: Belmont Village Scottsdale & The Service Companies

**VALIDATE:** 1) sender email suffix logical?; 2) language spelling/context appropriate? consider clicking/opening if; immediately following a meeting/discussion. Research further if; 1) sent out of the blue even from a trusted person; 2) suspicious link content. **SUSPICIOUS:** create new message to sender, do not reply, and seek validation if suspicious. Trusted sender? add them to our trusted list, <https://tsc.fyi/TrustedSender>

Good morning,

The booster is required if they are eligible for the booster. Yes, we would be able to complete the flu vaccination here on site and get them set up for LiveScan.

**Carrie Valverde**

Human Resource Generalist, Belmont Village Scottsdale

13850 N. Frank Lloyd Wright Blvd, Scottsdale, AZ 85260

W: 480-945-3600, Ext. 106

F: 480-945-3676

[Cvalverde@belmontvillage.com](mailto:Cvalverde@belmontvillage.com)

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<image006.png>

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**From:** Adam Guerra <adam.guerra@theservicecompanies.com>  
**Sent:** Wednesday, March 2, 2022 5:26 PM  
**To:** Valverde, Carrie <cvalverd@belmontvillage.com>; Hill, Brent <bhill@belmontvillage.com>; Patterson, Sabrina <spatterson@belmontvillage.com>  
**Cc:** SUSANA JARAMILLO <SUSANA.JARAMILLO@theservicecompanies.com>; Staffing Deployment Team <deployment@theservicecompanies.com>  
**Subject:** Re: Belmont Village Scottsdale & The Service Companies

Hi All,

Great, thank you for this info. Covid vaccinated (is no booster accepted?), Live Scan, TB, and Flu shot. As normal, we can facilitate the TB screens and covid vax/flu shot checks. Will you be able to facilitate the Live Scan? Also, if staff are in need of a flu shot would you be able to assist here?

**Adam Guerra**

Regional Manager, Hospitality Services

The Service Companies  
2900 Monarch Lakes Boulevard - Suite 202 | Miramar, FL 33027

**O:** 562.283.6566 **M:** 562.774.8974  
**E:** [adam.guerra@theservicecompanies.com](mailto:adam.guerra@theservicecompanies.com)

[theservicecompanies.com](https://theservicecompanies.com)

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**From:** Valverde, Carrie <[cvalverd@belmontvillage.com](mailto:cvalverd@belmontvillage.com)>  
**Sent:** Wednesday, March 2, 2022 3:53 PM  
**To:** Hill, Brent <[bhill@belmontvillage.com](mailto:bhill@belmontvillage.com)>; Adam Guerra <[adam.guerra@theservicecompanies.com](mailto:adam.guerra@theservicecompanies.com)>; Patterson, Sabrina <[spatterson@belmontvillage.com](mailto:spatterson@belmontvillage.com)>  
**Subject:** RE: Belmont Village Scottsdale & The Service Companies

<p><b>VALIDATE:</b> 1) sender email suffix logical?; 2) language spelling/context appropriate? consider clicking/opening if; immediately following a meeting/discussion. Research further if; 1) sent out of the blue even from a trusted person; 2) suspicious link content. <b>SUSPICIOUS:</b> create new message to sender, do not reply, and seek validation if suspicious. Trusted sender? add them to our trusted list, <a href="https://tsc.fyi/TrustedSender">https://tsc.fyi/TrustedSender</a></p>
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We also need a flu vaccination on file.

**Carrie Valverde**

Human Resource Generalist, Belmont Village Scottsdale  
13850 N. Frank Lloyd Wright Blvd, Scottsdale, AZ 85260  
W: 480-945-3600, Ext. 106  
F: 480-945-3676  
[Cvalverde@belmontvillage.com](mailto:Cvalverde@belmontvillage.com)

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**From:** Hill, Brent <[bhill@belmontvillage.com](mailto:bhill@belmontvillage.com)>  
**Sent:** Wednesday, March 2, 2022 2:14 PM  
**To:** Adam Guerra <[adam.guerra@theservicecompanies.com](mailto:adam.guerra@theservicecompanies.com)>; Patterson, Sabrina <[spatterson@belmontvillage.com](mailto:spatterson@belmontvillage.com)>; Valverde, Carrie <[cvalverd@belmontvillage.com](mailto:cvalverd@belmontvillage.com)>  
**Subject:** Re: Belmont Village Scottsdale & The Service Companies

Hi Adam.  
Same requirements as California. COVID vaccinated, live scan & TB.

Thank you

Brent Hill

Sent from my iPhone

On Mar 2, 2022, at 1:04 PM, Adam Guerra  
<[adam.guerra@theservicecompanies.com](mailto:adam.guerra@theservicecompanies.com)> wrote:

Hi Brent,

Thank you for allowing us to assist with your Scottsdale needs, I wanted to introduce our Operations Specialist, Susana Jaramillo that will be your main POC for this location. I have placed a contact listing below for reference. I wanted to confirm if you had any pre-screening requirements for these candidates? Also any other info that you can provide to assist staff have a smooth arrival to their first shift, parking, where/who to check in with etc. We are starting with recruitment efforts and will begin providing daily updates starting with tomorrow morning's update. Please advise if any changes or additions are needed to the staffing request as received below, thank you sir.

Staff Request:  
1 Prep Cook 7 days per week 10a-6:30p  
1 Dishwasher 7 days per week 7a-3p

1 Dishwasher 7 days per week 12p-8:30p  
1 Food Server 7 days per week 6:30a- 3p  
2 Food Server 7 days per week 3p -7:30p  
1 Food Server 5 day Sun –Thu 11a-7:30p

#### Contact Listing:

Main Email:

[Deployment@theservicecompanies.com](mailto:Deployment@theservicecompanies.com)

Susana Jaramillo: Operations Specialist

(C) 337-244-9844

[Susana.Jaramillo@theservicecompanies.com](mailto:Susana.Jaramillo@theservicecompanies.com)

Adam Guerra: Regional Operations Manager

(P) 562- 283-6566

(C) 562-774-8974

[Adam.Guerra@theservicecompanies.com](mailto:Adam.Guerra@theservicecompanies.com)

Marlen Munos: Operations Manager

(P) 562 393-8319

(C) 562-756-1026

[Marlen.Munos@theservicecompanies.com](mailto:Marlen.Munos@theservicecompanies.com)

#### **Adam Guerra**

Regional Manager, Hospitality Services

The Service Companies

2900 Monarch Lakes Boulevard - Suite 202 | Miramar, FL 33027

**O:** 562.283.6566 **M:** 562.774.8974

**E:** [adam.guerra@theservicecompanies.com](mailto:adam.guerra@theservicecompanies.com)

[theservicecompanies.com](http://theservicecompanies.com)