

Interview Note Sheet

Applicant Information	
Name: <u>Alesia Short</u>	Interviewer: <u>Anita B</u>
Date: <u>5.4.15</u>	Rate of Pay: <u>8.00</u>
Position (s) Applied for: <u>waitress HK</u>	Referred by: <u>Wally</u>

Test Scores					
Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths	
<p style="font-size: 2em; margin: 0;">H K</p> <p style="font-size: 1.5em; margin: 10px 0;">Came back 8/14/12</p> <p style="font-size: 1.5em; margin: 10px 0;">cashier HK</p> <p style="font-size: 1.5em; margin: 10px 0;">will interview March</p> <p style="font-size: 1.5em; margin: 10px 0;">open to any hours</p>	<p>Total of _____ in Food Service</p>
P.O.S. Experience: <u>Y</u> / <u>N</u> details: _____	

Transportation				
Car	Public Transit	Carpool (Rider / Driver)		
Regions Available to work:				
Metro Area	Polk County	Indianola	Warren County	
Certifications (if any)				
TiPS	Serv-Safe	LEAD	Other _____	Will Submit
Availability				
Open	AM only	PM only	Weekdays only	Weekends only
Details: _____				
Uniforms Owned:				
Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest
Chef Coat	Chef Pants	Knives	Black Pants	Non-Slip Shoes
		Bow Tie	Other: _____	
Would you recommend this applicant for Acrobat Academy?		Convention Candidate?		Other Languages Spoken:

B

1) A roll of quarters is worth?

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

A

2) A roll of dimes is worth?

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

D

3) A roll of nickels is worth?

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

C

4) A roll of pennies is worth?

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

E

5) What does POS stand for?

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

6%

6) What is the current sales tax rate in your city 6%?

C

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 should you give back?

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

B

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 should you give back?

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

D

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

A

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 sodas at \$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

- A 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
- B 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? state ID
- 15) How many \$20 bills are in a bank band? 100

Alesia Short
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Customer Service Professional with over four years' experience seeks to apply newly acquired administrative skills as an Administrative Support Professional.

Summary of Qualifications:

- Type 35 wpm
- Proficient in Microsoft Office/Word/Outlook
- Administrative Support Professional certificate
- Ability to enter information into computer system
- Verbal and oral communication
- Strong attention to detail and time management
- Highly customer-oriented, and result-oriented
- Work well under pressure
- Able and willing to assist co-workers, supervisors, and clients in a cooperative manner
- Strong sense of urgency to complete multiple tasks
- Team player with ability to work individually
- Organized with consistent follow through

Education:

Certificate, Administrative Support Professional
Des Moines Area Community College, Des Moines, IA

May 2015

Work History:

Homemaker

January 2012- Present

Bead Builder

Bridgestone Firestone, Des Moines, IA

October 2011- January 2012

Homemaker

January 2010- October 2011

Cashier

Wal-Mart, Des Moines, IA

May 2009-August 2010

Cashier

Hy-Vee, Des Moines, IA

September 2007- May 2008

Cashier

Shugar Supervalu, Adel, IA

August 2006- June 2007

Alesia Short

515-822-4999

alesiaashort@gmail.com

References:

Melissa Huff

Stay At Home Mom/ Former Co-Worker

Firestone

615 Emma Ave

Des Moines, IA 50315

515-269-8306

Jenny Moats

Foster Care Worker

Children & Families of Iowa

1111 University Ave

Des Moines, IA 50314

515-306-7906

Nikki Scott

Former Supervisor

Walmart

5101 SE 14th St

Des Moines, IA 50315

515-287-7700

Courtney Love

After Care Worker

IA Homeless Youth Service

1216 ML King Pkwy

Des Moines, IA 50314

515-249-6843

Stacie

Teacher

Des Moines Area Community College

1100 7th St

Des Moines, IA 50314

515-306-1321

Courtney Biscoe

Teacher

DMACC

1100 7th St

Des Moines, IA 50314

515-577-1168