

First and Last Name: Dante Kelly
 Email: dante.kelly@acrobat.com
 Phone number: 816 433 0920

Working Experience:

Company Name: Lowes
 Dates of Employment: Apr 11 - Present
 Job Responsibility:

- Night operations supervisor
- Inboard DC truck
- Stock shelves

Company Name: Nehalem Furniture Mart
 Dates of Employment: 7/18 - 4/19
 Job Responsibility:

- Customer Pick up supervisor
- Load customer vehicles

Company Name: Home Depot
 Dates of Employment: 10/15 - 7/18
 Job Responsibility:

- Retail Manager
- Oversee main deck @ the hospital

Skills

- Strong work ethic
- Leadership skills
- Excellent written & verbal skills
- Very organized

Proven leader with 10+ years in management. Results producing professional with track record of increasing company revenue by analyzing financials, eliminating waste, recruitment and training in staff, and developing a great rapport with customer base. Professional demeanor well versed in customer service satisfaction. I am seasoned in all aspects of managing a retail business, from opening and closing procedures, banking, merchandising, employee recruitment and training.

Transferable Competencies

- High degree of professional and personal integrity
- Excellent written, verbal, listening, and presentation skills
- Strong work ethic
- Exceptional interpersonal relationship skills
- Able to establish executive level relationships
- Strong time management and organizational skills
- Possess a roll up your sleeves, get the job done attitude

Experience

APRIL 2019 – PRESENT

Night Operations Supervisor / Lowes, Kansas City, MO

Responsible for coaching and training a team of 20 associates, managing performance, and ensuring adequate department coverage through proper scheduling and partnering with the store manager. Tasked with planning, scheduling, monitoring, and successfully implementing all non-selling operations in the back-end of the store during the overnight shift (e.g., receiving and stocking inventory, assembling product, controlling freight flow, area recovery, delivery staging, etc.), to ensure the stores ability to provide superior customer service and maximize sales and profitability. Also responsible for delegating and follow-up on daily tasks, and maintain a clean, safe and secure work environment. Responsible for creating an environment which allowed sales associates to thrive and raised the stores customer satisfaction survey scores by 13% in the past quarter.

JULY 2018 – APRIL 2019

Warehouse Supervisor / Nebraska Furniture Mart, Kansas City, KS

Supervised 50-60 employees in the Customer Pick Up Department. Oversaw training and ensure company policies and procedures were followed. Increased order per labor hour by 30% and department efficiency by identifying and eliminating waste and implementing improved processes. Responsible for inventory control and handling of all internal equipment. Provided timely customer pickup service to an average of 5,500 customers a week.

OCTOBER 2015 – JULY 2018

Retail Manager / Aramark Management, University Kansas Hospital, Kansas City, KS

Cafe manager responsible for developing and executing dining solutions to meet customers needs and tastes. Managed 40 employees to ensure team performance met objectives and client's expectations. Responsible for completing and presenting P&L statements to client and company. Oversaw and responsible of banking of revenues of 4.5 million a year. Maintained a safe and healthy environment for

clients, customers and employees. Comply with all applicable policies, rules, and regulations. Including but not limited to those relating to safety, public health, and wage and hour labor laws.

MAY 2009 – OCTOBER 2015

Restaurant General Manager Gates BBQ, Kansas City, MO

Oversaw daily operations with revenues exceeding \$4 million/year. Established a strong track record for achieving financial goals. Managed 35 employees; hired, trained, evaluated, motivated, coached and disciplined employees to establish cultural and core standards. Controlled labor and operating expenses through efficient scheduling, budgeting, purchasing decisions, and inventory and cash control. Assured health and safety regulations were met and followed. Maintained visibility in the operation, promoted good public relations and resolved guest issues or specific request.

Education

2006-2009

University of Missouri-Columbia

Business Management w/ minor in Hotel & Restaurant Management

References

References available upon request

Cashier Test

Score

/ 15

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? 10.25%

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

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

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 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

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? State ID license non expired

15) How many \$20 bills are in a bank band? 50

Employment Application

Acrobat Outsourcing is an equal opportunity employer dedicated to non-discrimination in all employment practices. Acrobat Outsourcing selects the best qualified individual for the job based on job-related qualifications regardless of race, age (40+), color, religion, gender, national origin, ancestry, marital status, sexual orientation, disability or any other status protected by applicable law.

PLEASE PRINT

Full Name Dante Kelly Date: 8/22/19
Home Telephone (816) 433-0906 Other Telephone ()
Present Address 4024 E Red Bridge Rd.
Permanent Address, if different from present address: Dante Kelly@gmail.com
Email Address Dante Kelly@gmail.com

EMPLOYMENT DESIRED

Position applying for: Supervisor
Are you currently registered with any staffing and/or employment agencies? If so, please list
Salary desired:

Are you applying for:
Full-time work? Yes X No Part-time work? Yes X No
Temporary work, e.g., summer or holiday work? Yes No From: To:
How did you find out about our open position? (Please check fill in proper name of source):
☐ Referral ☐ Name of Referral ☐ Newspaper ☐ Job Fair ☐ Agency ☐
☒ Other Source
Could you work overtime, if necessary? Yes X No If hired, on what date could you start working?

Please keep in mind that schedules and shifts may vary depending on position and season. Additionally, the hours may vary from week to week, depending on the company needs. Please list only the times/days you're available to work below.

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>
PM	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>	<u>Open</u>
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:							

PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes ☒ No ☐ If yes, when? 2015

Do you have friends or relatives working for Acrobat Outsourcing? Yes ☒ No ☐ If yes, please state name and relationship _____

If hired, would you have a reliable means of transportation to and from work? Yes ☒ No ☐

If hired, can you present evidence of your legal right to live and work in this country? Yes ☒ No ☐

State age if you are under 18 _____. If you are under 18, hire is subject to verification that you are of minimum legal age to work.

Are you able to perform the essential functions of the job for which you are applying? Yes ☒ No ☐

If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.) _____

Pursuant to any and all Fair Chance Ordinances, we will consider for employment qualified applicants with arrest and conviction records.

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE	DID YOU GRADUATE?
Hazlewood Central	Sh Louis MO	12th	Yes

Do you have any special licenses, certificates or special training? If so please list under "Special".	YES	NO
Are you computer literate? If so, list software knowledge under "Special."	YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."	YES	NO
Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited for work at Acrobat Outsourcing? If so, please list under "Special."	YES	NO

Manager Service

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for unemployment periods of three months or more.

Are you currently employed? Yes ☐ No ☐ If so, may we contact your current employer? Yes ☐ No ☐

Name and Address of Employer _____
Type of Business _____ Telephone No. () _____ Supervisor's Name _____
Your Position and Duties _____

Dates of Employment: From _____ To _____

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Type of Business _____ Telephone No. () _____ Supervisor's Name _____
Your Position and Duties _____

Dates of Employment: From _____ To _____

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Type of Business _____ Telephone No. () _____ Supervisor's Name _____
Your Position and Duties _____

Dates of Employment: From _____ To _____

Name and Address of Employer _____
Type of Business _____ Telephone No. () _____ Supervisor's Name _____

Your Position and Duties _____

Dates of Employment: From _____ To _____
Reason for Leaving: _____

Have you ever been fired from any previous place of employment? If so, please explain: _____

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes _____ No ✓

If so, describe: _____

JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Shirley Johnson Telephone No. (408) 301-8433

Address: _____
Occupation: Hotel Supervisor Relationship: coworker Number of Years Acquainted: 5

Name: Arka Jackson Telephone No. (314) 498-9809

Address: _____
Occupation: Head Chef Relationship: coworker Number of Years Acquainted: 7

Name: Lynette Moore Telephone No. (623) 986-5490

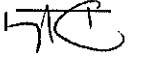
Address: _____
Occupation: Receptionist Relationship: coworker Number of Years Acquainted: 6

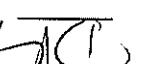
Please Read Carefully, Initial Each Paragraph and Sign Below

 I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material facts on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

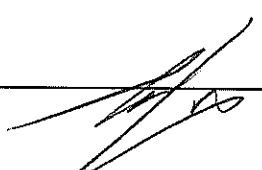
 I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

 I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

 I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

 Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

I hereby acknowledge that I have read and understand the above statements.

Applicant's Signature  Date 8/22/19