

ASHLEY MELISSA RODRIGUEZ

EXPERIENCE

ASSISTANT, WILLMOTH IMMIGRATION LAW, LLC; KANSAS CITY, MO - 2014 -
PRESENT

Attend to clients, answer phone calls, answer general update questions on cases, scan and copy documents, translate for attorney to client, translate documents, notarize documents, do legal forms with clients, update information to USCIS.

WAITRESS/ BARTENDER, CHELLY'S CAFE; KANSAS CITY, MO - 2014-2015

Duties as Waitress: greeting customers, taking them to table, take orders, taking food to tables, cleaning up each table after customer, suggest items

Duties as Bartender: stock beverages, mix drinks, take bar food orders, take care of carry-out orders, converse with customers, suggest items.

RECEPTIONIST, J.A.LEWANDOWSKI D.D.S., P.A; OVERLAND PARK, KS - 2013-2014

Duties: make appointment, answering phones, scanning documents, organizing documents to patient files, calling other doctors to collect x-rays, calling to confirm active insurance, insurance claims.

ASSISTANT, SHARMA-CRAWFORD ATTORNEYS AT LAW; KANSAS CITY, MO -
2012-2013

Attend clients, answer multiple calls, make appointments, scan and copy documents, organized evidence in chronological order, file paperwork, mail out

EDUCATION

MCCKC, LONGVIEW COMMUNITY COLLEGE - PURSUING ASSOCIATE. CURRENTLY
ATTENDING

BELTON HIGH SCHOOL - HIGH SCHOOL DIPLOMA - GRADUATED 2012

SKILLS

Fluent in Spanish and English, fast typing skills, problem solver, fast learner, tech savvy, patient.

REFERENCES

Ana Luna - Ex- Co-Worker - 816-433-9013 Sales Representative - Belton, MO

Raquel Gamboni - Co-Worker - 913-222-0885 Paralegal - Kansas City, KS

Karla Ibarra - Co-worker - 702-300-4340 Paralegal - Kansas City, KS

11212 Manchester Ave, Kansas City, MO 64134 816-753-7382 rodriquezA7470@yahoo.com

Re: Employment Application Kansas City

JotForm <noreply@jotform.com>

Thu 10/17/2019 10:45 AM

To: HS Kansas City <hskc@theservicecompanies.com>

Employment Application Kansas City

First Name	Ashley
Last Name	Rodriguez
E-mail Address	mely_rod88@yahoo.com
Phone	8166024783
Address	11212 Manchester Ave
Unit or Number	11212
City, State	Kansas City, MO
Zip Code	64134
What region(s) are you applying to work within?	Kansas City
Which position(s) are you applying for?	Server Bartender Busser Barback
Are you applying for:	Part-Time
When can you start?	10-19-2019
Can you work overtime?	Yes
How did you hear about us?	Google
What days/times can you work?	Monday PM Tuesday PM
Select all that apply:	Wednesday PM Thursday PM Friday PM Saturday AM Saturday PM Sunday AM Sunday PM

Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)

Yes, in the month of March or April I will be out of the country for 2 weeks.

Have you ever applied to or worked for Acrobat before?

Yes

Do you have any friends or relatives working for Acrobat? If so, please let us know who:

No.

If hired, would you have reliable means of transportation to and from work?

Yes

If hired, can you present evidence of your legal right to live and work in this country?

Yes

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

Yes

Are you able to perform the essential functions of the job for which you are applying?

Yes

Name of School

MCCCKC- Longview College

City & State

Lees Summit, MO

Grade/Degree

Some College/ Not Graduated

Graduated?

No

Do you have any special licenses? (If so, label under "Special")

Yes

Are you computer literate? (If so, label which programs under "Special")

Yes

Are you proficient with Point of Sale systems? (If so, label which under "Special")

No

Do you have any experience, training, qualifications or special skills? (If so, label under "Special")

Yes

Special: I have a Liquor License. I was trained in bartending at a previous job by the owner.

Are you currently employed?

Yes

Can we contact your current employer?

Yes

Name and Address of Employer

Willmoth Immigration Law, LLC
KC, MO 64108

Type of Business

Immigration Law Firm

Phone Number

8167537382

Your Position & Duties

do USCIS forms with client, translate, build packets, answer phone, set appointments, etc.

Date of Employment (from/to):

02/2015

Reason for Leaving

Still employed

Still Employed:

Yes

Name and Address of Employer

Chelly's Cafe
Kansas City, MO

Type of Business

Resturant

Your Position & Duties

stock beverages, mix drinks, take bar food orders, take care of carry-out orders, converse with customers, suggest items, greeting customers, taking them to table, take orders, taking food to tables, cleaning up each table after customer, suggest items

Date of Employment 11/2014 - 09/2015
(from/to):

Still Employed: No

Name and Address of Employer J.A. Lewandowski d.d.s., p.a
Overland Park, KS

Type of Business Dentist Office

Your Position & Duties make appointment, answering phones, scanning documents, organizing documents to patient files, calling other doctors to collect x-rays, calling to confirm active insurance, insurance claims.

Date of Employment 2013-2014
(from/to):

Reason for Leaving Paid too Little, not many hours

Have you ever been fired from a previous place of employment? If yes, please explain: No.

Have you obtained any special skills or abilities as the result of service in the military? If yes, please explain: None

First Name Raquel

Last Name Cantuaria

E-mail Address raquelwillmothlaw@gmail.com

Phone 9135935861

Relationship: co-worker

Years Acquainted: 7

First Name Ana

Last Name Luna

Phone 8164339013

Relationship: ex co-worker

Years Acquainted: 13

First Name Alvani

Last Name Valdez

E-mail Address alvani.wllmothlaw@gmail.com

Phone 9136202573

Relationship: co-worker

Years Acquainted: 5

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.

(Checked box indicates acknowledgement)

I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my

(Checked box indicates acknowledgement)

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 (Checked box indicates acknowledgement)
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 (Checked box indicates acknowledgement)
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 (Checked box indicates acknowledgement)
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 ☐ (Checked box indicates acknowledgement)
understand the
above statements.

Applicant Digital
Signature (Type Ashley Melissa Rodriguez
Name):

Date: 10-17-2019

You can [edit this submission](#) and [view all your submissions](#) easily.

Name _____

Servers Test

Score 26 / 35

Multiple Choice

- a 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
- b 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
- d 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
- a 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
- d 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
- d 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 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

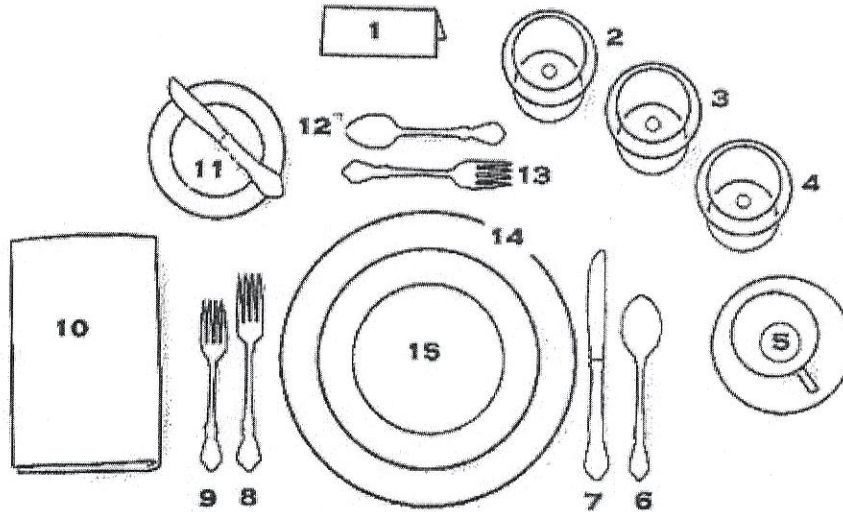
Match the Correct Vocabulary

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

Name _____

Servers Test

Score / 35



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>3</u>	Wine Glass (Red)
<u>13</u>	Dessert Fork	<u>9</u>	Salad Fork
<u>6</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>4</u>	Wine Glass (White)
<u>2</u>	Water Glass		

Fill in the Blank

- The utensils are placed 2 inches Inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Sugar, creamer
- Synchronized service is when: everyone serves in a specific or premeditated way
- What is generally indicated on the name placard other than the name? product / business they rep.
- The Protein on a plate is typically served at what hour on the clock? 6
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
let the cook know