

7/2022 7/18

Name: Mashonda Myrick Phone #: (877) 810-9569
Email: shara.guevara@yahoo.com Taborca ID#: 27521
Address: 410 Cliff Rd Woodbridge NJ
Date of Birth: 04/03/1978 SSN: 240-35-2008 Date of Hire: 12/03/2015

Section One

Employee File Checklist (note "n/a" if not applicable)

- | | |
|--|---|
| <input checked="" type="checkbox"/> Resume | <input checked="" type="checkbox"/> Confidentiality & Non-Disclosure Agreement |
| <input checked="" type="checkbox"/> Application for Employment | <input checked="" type="checkbox"/> California Labor Code Form 2810.5 (California Employees Only) |
| <input checked="" type="checkbox"/> Offer Letter | <input checked="" type="checkbox"/> Skills Test / Interview notes |
| <input checked="" type="checkbox"/> Food Handlers Card/Certification
Expiration <u> </u> / <u> </u> / <u> </u> | <input checked="" type="checkbox"/> New Hire Acknowledgement Form |
| <input checked="" type="checkbox"/> Alcohol/Liquor Serving Certification | <input checked="" type="checkbox"/> Additional Information/Emergency Contact |
| <input checked="" type="checkbox"/> I-9 Form and copies of required form(s)
of ID (Filed in secured I-9 binder) | <input checked="" type="checkbox"/> Image Release Form |
| <input checked="" type="checkbox"/> Sexual Harassment/Harassment Policy Acknowledgement | <input checked="" type="checkbox"/> W-4 : <u>Single</u> / Married (Circle one) |
| <input checked="" type="checkbox"/> Authorization and Release to Obtain Information | Exemptions <u>8</u> |
| <input checked="" type="checkbox"/> Designation of Personal Physician | <input checked="" type="checkbox"/> Direct Deposit / Global Cash Card / Live Check (Circle one) |
| <input checked="" type="checkbox"/> Absenteeism & Tardiness Policy | |

Section Two

Employee Setup

- | | |
|--|--|
| <input checked="" type="checkbox"/> E-Verify Documentation
CVN#: <u>201533709542924</u> | <input checked="" type="checkbox"/> Attended New Hire Orientation
Date: <u>12/03/2015</u> |
| <input checked="" type="checkbox"/> Background Check (Sterling)
File Ref #: <u>437212-USA</u> | <input checked="" type="checkbox"/> New Hire List |
| <input checked="" type="checkbox"/> Direct Deposit / Global Cash Card
form sent to Payroll | <input checked="" type="checkbox"/> Taborca |
| | <input checked="" type="checkbox"/> Upload Photo |
| | <input type="checkbox"/> Upload Resume & Food Handlers Card |

Section Three

Emergency Contact

Name: Timothy Myrick Phone: (732) 810-9526 Relationship: Son

Interview Note Sheet

Applicant Information	
Name: <u>Shara Mynck-Gutler</u>	Interviewer:
Date:	Rate of Pay:
Position (s) Applied for:	Referred by:

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

Total of _____ in Food Service

- Friendly - 4 Years - Server

- Ruby Tuesday as Server 2 Years

- Lucy's party planning as Server/Cook 1 Year

↳ girth

↳ saving

- Woodbridge NJ

P.O.S. Experience Y / N details: _____

Transportation: Car Public Transit Carpool (Rider / Driver)

Regions Available to work:

North NJ South NJ Central NJ Jersey Shore

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 Long Black Tie

Chef Coat Chef Pants Knives Black Pants Non-Slip Shoes Bow Tie Other: _____

Would you recommend this applicant for Acrobat Academy? Convention Candidates? Other Languages Spoken:

New Hire Acknowledgement Form

For Employer

- ☒ Additional Information Sheet
- ☒ Application
- ☒ I-9
- ☒ W-4
- ☒ Offer Letter
- ☒ Background Authorization Release
- ☒ Sexual Harassment Prevention Policy
- ☒ Global Gold Card / Direct Deposit Form
- ☒ Designation of Personal Physician/Emergency Contact Form
- ☒ Confidentiality & Non-Disclosure Agreement

For Employee

- ☒ New Hire Orientation Manual
- ☒ Workers' Compensation Pamphlet
- ☒ Sexual Harassment Pamphlet
- ☒ Unemployment (For Your Benefit) Pamphlet
- ☒ Safety & Sanitation Guidelines

Inform

- ☒ State & Federal Poster
- ☒ Minimum Wage Poster
- ☒ Wage Order Poster

All of these items have been explained to me:

shara lyette
Print Name

[Signature]
Signature

12/03/2019
Date

Submission Date	2015-12-03 07:25:11
First Name	Shara
Last Name	Myrick
E-mail Address	shara.guevara@yahoo.com
Phone	732-810-9569
Address	410 cliff rd
Unit or Number	410
City, State	Woodbridge
Zip Code	07077
What region(s) are you applying to work within?	New Jersey
Which position(s) are you applying for?	Server
Are you applying for:	Full-Time Part-Time
When can you start?	12-09-2015
Can you work overtime?	Yes
How did you hear about us?	Craigslist
If you were referred, please tell us by whom:	
What days/times can you work? Select all that apply:	Monday AM Tuesday AM Wednesday AM Thursday AM Thursday PM

Friday AM
Friday PM
Saturday AM
Saturday PM

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

Have you ever applied to or worked for Acrobat before? No

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

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

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.

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

Name of School St Vincent Academy

City & State Newark NJ

Grade/Degree Diploma

Graduated? Yes

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: real estate licence property manger licence property manager for hospitality company

Are you currently No

employed?

**Can we contact your
current employer?** Yes

**Name and Address of
Employer** Creative Realty

Type of Business Real Estate/Hospitality Firm

Phone Number 732-810-9569

Your Position & Duties Handled all matters for all rental properties

**Date of Employment
(from/to):** January 2011-July 2015

**Weekly Pay
(Starting/Ending):** \$200 \$900

Reason for Leaving Office Closed

Still Employed: No

**Name and Address of
Employer**

Type of Business

Phone Number

Your Position & Duties

**Date of Employment
(from/to):**

**Weekly Pay
(Starting/Ending):**

Reason for Leaving

Still Employed:

**Name and Address of
Employer**

Type of Business

Phone Number

Your Position & Duties

**Date of Employment
(from/to):**

**Weekly Pay
(Starting/Ending):**

Reason for Leaving

Still Employed:

**Have you ever been fired
from a previous place of
employment? If yes,
please explain:**

**Have you obtained any
special skills or abilities as
the result of service in the
military? If yes, please
explain:**

First Name	Anthony
Last Name	Hall
E-mail Address	shara.guevara@yahoo.com
Phone	732-810-9569
Relationship:	former manager
Years Acquainted:	4

First Name

Nicole

Last Name

Helm

E-mail Address**Phone****Relationship:**

former manager

Years Acquainted:

2

First Name**Last Name****E-mail Address****Phone****Relationship:****Years Acquainted:**

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

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

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

(Checked box indicates acknowledgement)

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 (Checked box indicates acknowledgement)
I have read and
understand the above
statements.

Applicant Digital Signature (Type Name): Shara Myrick

Date: 12-03-2015

Shara Myrick-Guevara
410 Cliff Rd
Woodbridge, NJ 07077
(732)810-9569
Shara.guevara@yahoo.com

Objective

To attain a position in the Property Management industry where I can grow professionally, while contributing the skills already obtained over the past 14 years in the field.

Summary

My years of experience as a Leasing Agent, Marketing Coordinator, Assistant Property Manager and Administrative Assistant lends me extensive knowledge in multi-family property management and community living. I have experience with RPM Software such as **MRI** and **Property Blvd**, extensive knowledge of **One Site**, **Yardi**, **Rent Roll** and, **Amsi**. In addition, I have completed the online Grace Hill Community Management training.

Skills

Excellent Customer Service
Excellent in Multi-Site/Scatter Site Marketing and Management
Proficient in Word, Outlook, Power Point, Excel and Vista
Knowledgeable in Quick Books and Quicken
Familiar with FMLS, MLS
Familiar with Tax Credit
Proficient in Residential and Commercial Management
Detailed Oriented and Self-Starter
Great at Productive Multi-tasking
Excellent Retain and Renew Focus

Education

University of Phoenix	MT	2011	Property Management
Shaw University	BA	2007	Business Law
College Of St Elizabeth	AA	1999	Communications/Early Childhood Ed

Experience

Property Manager Creative Reality Jan 2011- Present

- Coordinate Meetings and Set Agendas
- Managed portfolio using Yardi and Property Blvd PMS
- Serve as Senior Leasing Agent and fulfill obligations thereof
- Responsible for all Marketing Campaigns and Efforts
- Responsible for all Owner Reports in Portfolio and overall Financial Management
- Maintain Current Status Reports
- Provide Financial Reports, Forecasting and Budgeting
- Responsible for Weekly Property Visits and all Owner Communication
- Maintain a healthy yet fast-paced environment
- Responsible for recruiting sales and management team members
- Oversee Maintenance, Turn-Key and Security Departments
- Responsible for facilitating and closing all renewals, move-outs, evictions and collections
- Provide effective complete tenant and Full Property Management Services

Assistant Property Manager M.S. Property Solutions Jan 2005-Dec 2010

- Negotiated rent renewals and transfers
- Consulted moves between home owners as a Leasing Consultant
- Responsible for lease negotiations and renewals
- Marketing and Payroll
- Lead Leasing agent in addition to management responsibilities
- Responsible for accounts payable and collections
- Weekly Market Surveys
- Responsible retention efforts, community relations and events
- Final walk-throughs and coordinating move-ins/outs including cleanout and charges

Leasing Agent and Marketing Coordinator BK Properties

June 2001- Jan 2005

Responsible for logging calls

Responsible for all follow-ups

Responsible for setting appointments

Responsible for showing apartment homes and touring property

Responsible for all lease signings

Responsible for facilitating all move-ins and move-outs

Maintained residents files; software and hard copies



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2015337095429RY

Report Prepared: 12/03/2015

Company Information

Company ID: 283333

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Myrick

First Name: Masharano

Date of Birth: 04/03/1978

Social Security Number: *** ** 2008

Hire Date: 12/03/2015

Citizenship Status: A citizen of the United States

Document Information

List B Document: ID card issued by a U.S. federal, state or local government agency

List C Document: Social Security Card

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 12/03/2015

Case Submitted By: MJOH0819

Closed On: 12/03/2015

Closed By: MJOH0819

Closure Statement: The employee continues to work for the employer after receiving an Employment Authorized result.

SENSITIVE BUT UNCLASSIFIED