

7/2022 7/18

Name: Sharonanda Myrick Phone #: (732) 810 - 9569
 Email: shara.guerrero@yahoo.com Taborca ID#: 27521
 Address: 40 Cliff Rd Woodbridge NJ
 Date of Birth: 04/03/1978 SSN: 240 - 35 - 7008 Date of Hire: 12/03/2015

Section One

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

Resume

Application for Employment

Offer Letter

N/A Food Handlers Card/Certification

Expiration 1/1/1

N/A Alcohol/Liquor Serving Certification

I-9 Form and copies of required form(s)

of ID (Filed in secured I-9 binder)

Sexual Harassment/Harassment Policy

Acknowledgement

Authorization and Release to Obtain
Information

Designation of Personal Physician

Absenteeism & Tardiness Policy

Confidentiality & Non-Disclosure

Agreement

N/A California Labor Code Form 2810.5

(California Employees Only)

Skills Test / Interview notes

New Hire Acknowledgement Form

Additional Information/Emergency

Contact

Image Release Form

W-4: Single / Married (Circle one)

Exemptions 8

Direct Deposit / Global Cash Card /
Live Check (Circle one)

Section Two

Employee Setup

E-Verify Documentation

CVN#: 2015337095429RY

Background Check (Sterling)

File Ref #: 437112-USA

Direct Deposit / Global Cash Card

form sent to Payroll

Attended New Hire Orientation

Date: 12/03/2015

New Hire List

Taborca

Upload Photo

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 Myrick-Gilker</u>	Interviewer:
Date:	Rate of Pay:
Position (s) Applied for:	Referred by:

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

Full-Time

Part-Time

Relevant Experience & Summary of Strengths	
Total of _____ in Food Service	
<p>-Friendly - 4 years - Server</p> <p>-Worked as Server 2 years</p> <p>-Lucy's party planning as Server/Cook 1 year</p> <p style="text-align: center;">Legitim Santizing</p> <p style="text-align: right;">-Woodbridge NJ</p>	

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

Transportation	<input checked="" type="radio"/> Car	<input type="radio"/> Public Transit	<input type="radio"/> Carpool (Rider / Driver)
----------------	--------------------------------------	--------------------------------------	--

Regions Available to work:

North NJ	South NJ	BHR	Central NJ
----------	----------	-----	------------

Jersey Shore

Certifications (if any):

TIPS	Serv-Safe	LEAD	Other _____
------	-----------	------	-------------

Will Submit

Availability:

<input checked="" type="radio"/> Open	<input type="radio"/> AM only	<input type="radio"/> PM only	<input type="radio"/> Weekdays only
---------------------------------------	-------------------------------	-------------------------------	-------------------------------------

Weekends only

Details:

4/11/2014

Uniforms Owned:

<input checked="" type="radio"/> Bistro	<input checked="" type="radio"/> Black Bistro	Tuxedo	1/2 Tuxedo
---	---	--------	------------

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 Candidate?

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

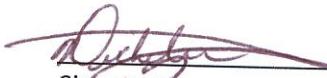
Inform

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

All of these items have been explained to me:

Shara Mycock

Print Name


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?**

**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?**

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

**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?**

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?**

**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:

**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 (Checked box indicates acknowledgement)

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.

(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.

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

Applicant Digital Shara Myrick
Signature (Type Name):

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