

Gloria Patricia Vega

289 Harrison Ave. Apt#2

Garfield, New Jersey 07026

973-340-2569

973-336-9396

**OBJECTIVE:** To obtain a position that will utilize the skills of highly dependable, dedicated bilingual employee. Experience with computers and customer service in The Financial Industry.

**WORK HISTORY:**

April 2012 to February 2016 . Withson's Culinary Group. ( Stryker Campus Mahwah). Coffee room attendant: Provide excellent service, cleaning and supply coffee to over 2000 employees every day.

September 2008 to March 2012. Monicar- Auto ( East Hanover). Co-Owner Secretary: Order supplies, accounting job and customer service.

January 1999 to July 2008. Hudson city Savings Bank ( Garfield) Bank Teller:  
Responsible for professional , friendly and fast service. Helping customers with  
their banking transactions and needs.

May 1996 to December 1998. Interchange Bank ( lodi) Teller: Proof of ATM  
machine every day and cash float analysis every month.

### **EDUCATION:**

January 1976 to November 1998. Colegio Sagrados Corazones ( Medellin-  
Colombia) High School Diploma- Graduate with Honors G.P. D. 4.5

January 1998 to January1990. Universidad de Medellin ( Medellin- Colombia)

Primer seminario de administracion Participativa U. de M.

Asociates degree in Business Administration.

August 1991 to June 1995. Center for Financial Training ( Clifton )

Introduction to Banking Diploma.

<b>Submission Date</b>	2016-03-22 08:22:54
<b>First Name</b>	gloria
<b>Last Name</b>	vega
<b>E-mail Address</b>	saguatona@gmail.com
<b>Phone</b>	973-3369396
<b>Address</b>	289 harrison ave
<b>Unit or Number</b>	apt#2
<b>City, State</b>	garfield,nj
<b>Zip Code</b>	07026
<b>What region(s) are you applying to work within?</b>	New Jersey
<b>Which position(s) are you applying for?</b>	Server
<b>Are you applying for:</b>	Full-Time
<b>When can you start?</b>	03-25-2016
<b>Can you work overtime?</b>	Yes
<b>How did you hear about us?</b>	Referral
<b>If you were referred, please tell us by whom:</b>	Debbie Mckee
<b>What days/times can you work? Select all that apply:</b>	Monday AM Tuesday AM Wednesday AM Thursday AM Friday AM
<b>Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)</b>	
<b>Have you ever applied to or worked for Acrobat before?</b>	No
<b>Do you have any friends or relatives working for Acrobat? If so, please let us know who:</b>	
<b>If hired, would you have reliable means of transportation to and from work?</b>	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.**

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

Yes

**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**

Universidad de Medellin (Colombia)

**City & State**

n/a

**Grade/Degree**

Bussines Administration

**Graduated?**

Yes

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

No

**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")**

No

**Special:**

**Are you currently employed?**

Yes

**Can we contact your current employer?**

Yes

**Name and Address of Employer**

Skilands staffing

**Type of Business**

Waitress / staffing

**Phone Number**

n/a

<b>Your Position &amp; Duties</b>	n/a
<b>Date of Employment (from/to):</b>	10/2015
<b>Weekly Pay (Starting/Ending):</b>	\$100
<b>Reason for Leaving</b>	n/a
<b>Still Employed:</b>	Yes
<b>Name and Address of Employer</b>	Withsons Culinary Group
<b>Type of Business</b>	comporate dinning
<b>Phone Number</b>	201-831-5324
<b>Your Position &amp; Duties</b>	Coffe Room attendant/ Catering Provide coffee all day for over 2000 employees. Cleaning, supply and customer service
<b>Date of Employment (from/to):</b>	April 2012 to February 2016
<b>Weekly Pay (Starting/Ending):</b>	300/325
<b>Reason for Leaving</b>	Looking for better hours and opportunity
<b>Still Employed:</b>	Yes
<b>Name and Address of Employer</b>	Monicar_Auto
<b>Type of Business</b>	Mechanical shop
<b>Phone Number</b>	973-3369396
<b>Your Position &amp; Duties</b>	Co-OWner/ secretarial Order supplies, customer service and accounting
<b>Date of Employment (from/to):</b>	Setember 2008 to March 2012
<b>Weekly Pay (Starting/Ending):</b>	
<b>Reason for Leaving</b>	when out of bussiness
<b>Still Employed:</b>	No
<b>Have you ever been fired from a previous place of employment? If yes, please explain:</b>	
<b>Have you obtained any special skills or abilities as the result of service in the military? If yes, please explain:</b>	
<b>First Name</b>	Edison

**Last Name** La Renta

**E-mail Address** saguatona@gmail.com

**Phone** 201-888-5646

**Relationship:** boss

**Years Acquainted:** 2

**First Name** Hector

**Last Name** Rivera

**E-mail Address**

**Phone**

**Relationship:**

**Years Acquainted:**

**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 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

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

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 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.

(Checked box indicates acknowledgement)

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

(Checked box indicates acknowledgement)

3/22/2016

JotForm · MyForms

**Applicant Digital Signature  
(Type Name):**

Gloria Vega

**Date:**

03-22-2016





SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2016082104101KM**

Report Prepared: 03/22/2016

**Company Information**

Company ID: 283333

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Vega

First Name: Gloria

Date of Birth: 10/28/1971

Social Security Number: \*\*\* \*\* 2156

Hire Date: 03/22/2016

Citizenship Status: A citizen of the United States

**Document Information**

List A Document: U.S. Passport or Passport Card

Passport or Passport Card Number: 455456604

Document Expiration Date: 06/01/2019

**Case Status Information**

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 03/22/2016

Case Submitted By: MJOH0819

Closed On: 03/22/2016

Closed By: MJOH0819

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

SENSITIVE BUT UNCLASSIFIED

# Interview Note Sheet

Name: \_\_\_\_\_ Interviewer: NYCMA  
 Date: \_\_\_\_\_ Rate of Pay: \$12.00  
 Position (s) Applied For: \_\_\_\_\_ Referred by: \_\_\_\_\_

Test Scores		%			%
Server	/35	%	Bar tender	/30	%
Prep Cook	/25	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/15	%

Seeking:  
☐ Full-Time  
☐ Part-Time

Relevant Experience & Summary of Strengths  
 Total of \_\_\_\_\_ in Food Service

- SK/line 2 years  
 staffing  $\rightarrow$  server  
 - Hilton 4 years  $\rightarrow$  Banquet server  
 - Brookdale country club 2 years  
 $\rightarrow$  serving  
 - Striker  
 $\rightarrow$  server, catering - Garfield, NJ

P.O.S. Experience: Y / N details: \_\_\_\_\_

Transportation: Car Public Transit Carpool ( Rider / Driver )

Regions Available to Work: North NJ South NJ Open Central NJ Jersey Shore

Certifications: Serv-Safe LEAD Other Will Submit

Availability: Open AM only PM only Weekdays only Weekends only

Details: Bistro Black Bistro Tuxedo 1/2 Tuxedo Black Vest Long Black Tie  
Chef Coat Black Pants Knives Non-Slip Shoes Bow Tie Other

Would you recommend this applicant for Acrobot Academy? \_\_\_\_\_  
 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:

Gloria P. Vega  
Print Name

Gloria P. Vega  
Signature

03/23/2016  
Date

Name Gloria Vega  
Score 5 / 35

## Servers Test

### Multiple Choice

71%

- b 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
- d 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

- E Scullery  
B Queen Mary  
A Chaffing Dish  
G French Passing  
D Russian Service  
F Corkscrew  
C Tray Jack

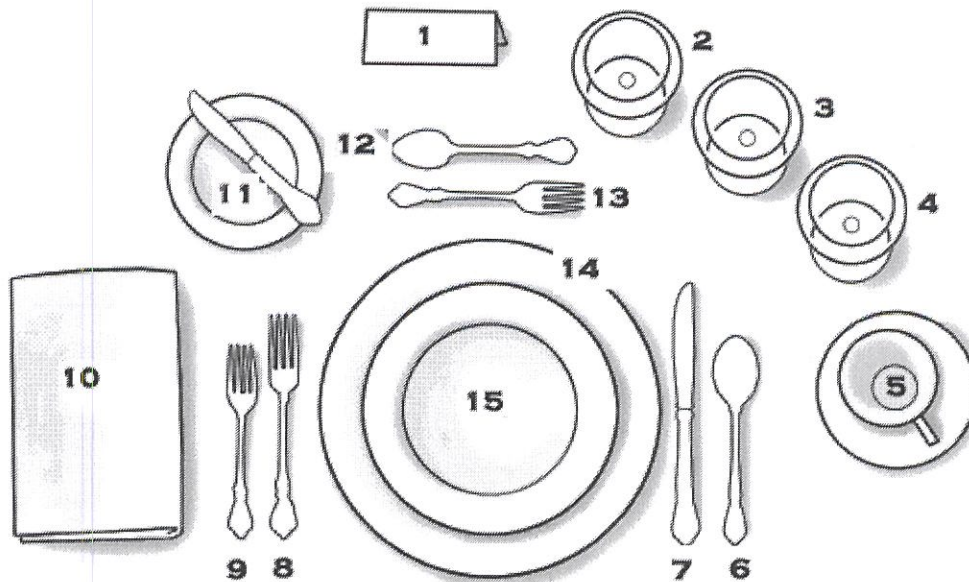
- A. Metal buffet device used to keep food warm by heating it over warmed water  
B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)  
C. Used to hold a large tray on the dining floor  
D. Area for dirty dishware and glasses  
E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored  
F. Used to open bottles of wine  
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 1 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Cream & sugar
- Synchronized service is when: \_\_\_\_\_
- What is generally indicated on the name placard other than the name? the table
- The Protein on a plate is typically served at what hour on the clock? 3
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Talk to the captain