

Texas

USA
TX

IDENTIFICATION CARD

4d ID 40882219
4a Iss 04/04/2016 4b Exp 08/18/2022
3 DOB 08/18/1977

1 MACK
2 QUINTA DENISE

8 311 HIGHLAND CROSS DR. #1606
HOUSTON TX 77073

16 Hgt 5-04 15 Sex F 18 Eyes BRO
5 DD 08214600148044547054

SOCIAL SECURITY

355-68-1467

THIS NUMBER HAS BEEN ESTABLISHED FOR

QUINTA D MACK

Quinta D Mack
SIGNATURE

Qutina Mack

311 Highland Cross Dr. #1605

Houston, TX 77073

Cell: 702-325-1036

Home: 281-869-4970

Mackqutina97@gmail.com

Qualifications:

- Customer service oriented
- Performs well in stressful situations
- Patient, respectful, trustworthy and creative
- Adaptable, team player with great people skills
- Energetic and enthusiastic motivated individual
- Experience interacting with children during learning and playtime
- Experience in housekeeping including mopping, sweeping, doing laundry and dishwashing
- Experience in practice and management in a daycare center
- Proficient in Microsoft Windows, Word, PowerPoint, Excel, Internet research and navigation
- Greeter
- Cashier

Skills:

- Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
- Provide extra assistance to students with special needs, such as non-English-speaking students or those with physical and mental disabilities.
- Tutor and assist children individually or in small groups to help those master assignments and to reinforce learning concepts presented by teachers.
- Enforce administration policies and rules governing students.
- Discuss assigned duties with classroom teachers to coordinate instructional efforts.
- Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.
- Observe students' performance, and record relevant data to assess progress.
- Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
- Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
- Organize and supervise games and other recreational activities to promote physical, mental, and social development.
- Cashiers take payments from customers in exchange of goods or services while providing them with exemplary customer service.
- Cashiers responsible for processing refunds and exchanges while managing the cash drawer.
-

Work Experience:

06/16 to present

Macy's

Retail Merchandise

Houston, TX

11/14 to 02/08	Macy's	Seasonal Retail Sales	Las Vegas, NV
06/14 to 07/14	Discovery Children's Museum	Volunteer Worker	Las Vegas, NV
03/10 to 11/10	Super 8 Motel	Housekeeping	Las Vegas, NV
06/07 to 02/08	Kids R Kids	<i>Teacher's Aide</i>	Las Vegas, NV

Education/Training:

HELP of Southern Nevada		08/2014
Work Readiness Program	<i>Certificate received</i>	Las Vegas, NV
Wendell Phillips High School	<i>Diploma received</i>	Chicago, IL

Employment Application

816-501-9067

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 Quina D. Mack Date: 9-7-16
 Home Telephone (281) 869-4970 Other Telephone (702) 325-1036
 Present Address 311 Highland Cross Dr #1605
 Permanent Address, if different from present address: _____
 Email Address mackquina97@gmail.com

EMPLOYMENT DESIRED

Position applying for: Housekeeping Salary desired: \$8.00 or \$9.00
 Are you currently registered with any staffing and/or employment agencies? If so, please list _____

Are you applying for: Full-time work? Yes ☒ No ☐ Part-time work? Yes ☒ 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 Indeed.com Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☐
 Other Web Posting ☐ Other Source ☐
 Could you work overtime, if necessary? Yes ☒ No ☐ If hired, on what date could you start working? 9-7-16

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	8:00	8:00	8:00	8:00	8:00	8:00	8:00
PM	5:00	5:00	5:00	5:00	5:00	5:00	5:00

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:
NO Vacation or extended leaves

PERSONAL INFORMATION

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

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outsourcing
Your Hospitality Staffing Professionals

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.)

N/A

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Wendell Phillips	Chicago, IL	Diploma	Yes
City College of Nevada	Las Vegas, NV	Child Development	NO
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
Special: I have 2 year of Guest room attendant at a hotel I have experience in words			

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 MSS Staffing Solution Office - 7111 Harwin Dr. Houston, TX 77036

Type of Business Temp Agency Telephone No. (281) 658-6086 Supervisor's Name ERika Santos

Your Position and Duties Housekeeping - Clean 16-18 suites daily, Clean bathroom make beds take out trash and dirty linen and replace with clean linen mop, dust, vacuum, cut the Houston Marriott Hotel.

Dates of Employment: From 8-12-16 To 8-22-16 Weekly Pay: Starting 8.00 Ending 8.00

Reason for Leaving: Still working, but have not been on a schedule since Aug 22, 2016

Name and Address of Employer Macy's - 4000 Willowbrook Mall Houston, TX 77070

Type of Business department store Telephone No. (281) 955-4356 Supervisor's Name Donna Brabson

Your Position and Duties Retail pricing Association - Merchandise - making sure that the wares are neatly arranged on shelves constructing displays for aisles, checking price and tags, carry product out from the stock area to the sales floor.

Dates of Employment: From 06-14-16 To 8-22-16 Weekly Pay: Starting 9.00 Ending 9.00

Reason for Leaving: Resign to work back doing housekeeping.

Name and Address of Employer Super 8 Motel

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Your Hospitality Staffing Professionals

Type of Business Hotel

Telephone No. (702) 794-0888

Supervisor's Name Courtney

Your Position and Duties Housekeeping - Clean various suites daily, clean bathroom make beds take out trash and dirty linen and replace with clean linen, mop, dust and vacuum

Dates of Employment: From 03-08-2010 To 11-15-2010 Weekly Pay: Starting 7.25 Ending 7.25

Reason for Leaving: Resigned due to medical difficulty

Name and Address of Employer Venetian Casino Hotel

Type of Business Hotel

Telephone No. (702) 414-1000

Supervisor's Name Carma Jackson

Your Position and Duties Housekeeping - Clean 11 suites daily, clean bathroom make beds take out trash and dirty linen and replace with clean linen mop, dust and vacuum

Dates of Employment: From 05-08-2008 To 01-11-2010 Weekly Pay: Starting 12.74 Ending 14.75

Reason for Leaving: Resigned when went back to college

Have you ever been fired from any previous place of employment? If so, please explain: NO

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military?
If so, describe: _____

Yes _____ No X

JOB RELATED REFERENCES

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

Name: Catasha Boggess Telephone No. (702) 742-3895

Address _____

Occupation: Housekeeping Relationship: Former Coworker Number of Years Acquainted: 8 years

Name: Renee Collins Telephone No. (702) 772-3637

Address 8720 Valley View Street Buena Park, California 90620

Occupation: Housekeeping Relationship: Former Coworker Number of Years Acquainted: 8 years

Name: Adriana Cepeda Telephone No. (702) 659-6128

Address 2331 Frick Rd Houston, TX 77038

Occupation: _____ Relationship: friend Number of Years Acquainted: 6

Please Read Carefully, Initial Each Paragraph and Sign Below

Q.M.

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.

Q.M.

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.

Q.M.

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.

Q.M.

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.

Q.M.

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

Debra Mack

Date

9-7-16

Name: Dutina Mack

Score /14

Housekeeping Test

1. During which of the following situation(s) should you wear gloves?
 - a) When handling disinfectant solutions
 - b) When cleaning guest rooms
 - c) When handling soiled linen
 - d) When handling or disposing of waste
 - ☒ e) All of the above
2. Which of the following should be cleaned daily?
 - a) Chairs, lamps, and tables
 - b) Tabletops, bed, and handrails
 - c) Grab bars, light, tops of doors and counters
 - d) Floors, sinks, toilets, and latrines
 - ☒ e) All of the above
3. True or False: You do not need to use a separate cloth for cleaning bathrooms.
4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.
5. Should the following be cleaned daily or weekly? Circle one.
 - a) Floors Daily Weekly
 - b) Toilets and latrines Daily Weekly
 - c) Carpets in guest rooms Daily Weekly
 - d) Carpets in offices Daily Weekly
 - e) Soiled linen Daily Weekly
6. The best way to clean the floors:
 - a) Scrubbing
 - b) Dry sweeping and dusting
 - ☒ c) Sweeping, mopping and dusting
 - d) Wet mopping
7. What should do if you spill liquids or see a liquid spill?
 - a) Leave it for someone else to clean- up
 - b) Wait until the end of your shift to clean it
 - ☒ c) Flag the spill and clean it up immediately
 - d) Not sure
8. The proper procedure for cleaning spills of blood and other body fluids is:
 - ☒ a) Wearing gloves, clean with cloth soaked in chlorine solution and follow up with disinfectant solution
 - b) Find the janitor on- duty and ask him to clean it up
 - c) Grab whatever is closest and wipe up immediately, then mark "Biohazard"
 - d) Nothing
9. What do you do if you encounter with bed bugs in a guest room?
 take All the linen in the room and place in a bag and let your Supervisor know that the room have bed bugs.
10. What do you do if you find Lost and Found items in a guest rooms?
 take the item and place in ice bucket bag and all ways remember to write down ~~on~~ the date, room number and the item the guest left.
11. Describe the difference between a disinfectant and a cleaning solution?
 the cleaning solution is ~~used~~ to clean the bathroom, and the area in the hotel, like the furniture in the hotel
 the disinfectant solution is when you have blood on the sheets or towels and that when you come with the disinfectant solution to get the blood out the sheets and towels

Interview Note Sheet

Applicant Information

Name: Quina Macle

Interviewer: Chunille

Date:

Rate of Pay:

Position (s) Applied for:

House Keeping

Referred by:

Indeed.com

Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

- history in housekeeping
- prefer Housekeeping only

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

Transportation

Car

Public Transit

Carpool (Rider / Driver)

Regions Available to work:

SF City

SF North

SF Peninsula

East Bay

Outer East Bay

San Jose

South San Jose

SJ Peninsula

N House

Certifications (if any)

TIPS

Serv-Safe

LEAD

Other _____

Will Submit

Availability

Open

AM only

PM only

Weekdays only

Weekends only

Details:

First shift

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 Candidate?

Other Languages Spoken: