

## Jay Alexander Strabinick

498 Park Ave, San Jose, CA, 95110

408-658-4152

Jay.strabinick2@gmail.com

<b>PERSONAL INFORMATION</b>	
A hard working, dedicated individual, currently attending San Jose State University working to obtain a degree in Psychology. An individual whom looks to ultimately pursue a career in mental health. A very self-motivated, goal oriented, and driven individual with a desire for learning and personal growth.	
<b>PERSONAL SKILLS</b>	
Proficient in:	
<ul style="list-style-type: none"><li>• IBM SPSS Statistical Analysis Software</li><li>• Microsoft Word, Microsoft Excel, Microsoft PowerPoint</li><li>• Proficient in Adobe Photoshop</li><li>• Medial in Spanish</li><li>• Experience filing, copying and scanning paperwork</li></ul>	
<b>PROFESSIONAL EXPERIENCE</b>	
DoorDash, 280 Martin Ave. #5, Santa Clara, CA, 95050	
Dasher	
October 2016- Current	
Responsibilities:	
<ul style="list-style-type: none"><li>• Picked up and Delivered food</li></ul>	
Richmar Associates Inc., 283 Brokaw Road, Santa Clara, CA, 95050	
Admin, Front-desk Receptionist	
March 2016- August 2016	
Supervisor: Michelle Morales, Tel: 408-727-6070	
Responsibilities:	
<ul style="list-style-type: none"><li>• Filed, scanned, copied</li><li>• Managed calendar events</li><li>• Answered phones</li><li>• Greeted and checked-in guests</li><li>• Created shipping labels and shipped packages</li></ul>	
San Jose Work2future @ Jabil Circuit, 2072 Lucretia Ave, San Jose, CA, 95122	
<i>Human Resources Support Intern</i>	
July 2015- Aug 2015	
San Jose Works Supervisor: Courtney Hill, Tel: 408-794-1166	
On-site Supervisor: Marie-Joy Chen, Tel: 408-361-3678	
Responsibilities:	
<ul style="list-style-type: none"><li>• Interacted and assisted employees</li><li>• Learned Company Benefits program and informed employees on benefits</li><li>• Worked closely with the Human Resources team on assignments and policy implementation</li></ul>	



- Sat in on meetings and supervisor one on ones
- Observed interviews
- Proficient in computer software: Jaws, Success Factors, Kronos
- Filed, copied, scanned

The Old Spaghetti Factory, 51 N. San Pedro Sq. San Jose, CA, 95110

August 2014 - March 2015

Supervisor: Claudia Narvaez, Tel: 408-288-7488

Responsibilities:

- Bussed tables, maintained a clean dining environment
- Delivered food to customers
- Worked in the bar area as a Bar-back

Central YMCA, 1717 The Alameda, San Jose, CA, 95126

*Afterschool Program Leader*

July 2012 – August 2013

Supervisor: Anh Nguyen, Tel: 408-298-1717

Responsibilities:

- Created a monthly lesson plan
- Taught curriculum
- Supervised a class of students
- Tutored

#### EDUCATION

San Jose State University

1 Washington Sq, San Jose, CA, 95112

408-924-1000

Psychology B.A. Degree in progress

Abraham Lincoln High School

555 Dana Ave, San Jose, CA, 95126

408-535-6300

Obtained High School Diploma

Graduated June 2012

#### EXTRACURRICULAR ACHIEVEMENTS

Chosen for San Jose State Rugby's top 15 players for USA Collegiate Nationals Traveling Team  
2013 season



**Coach James Fonda**  
**Tel: 1-714-350-2852**

**Varsity Football 2010-2012**  
**\*With individual all league award 2012**  
**Coach Kevin Collins**  
**Tel:408- 799-0847**

**Varsity Basketball 2010-2012 \*Team Captain**  
**Coach Joe Mentillo**  
**Tel: 408-836-9517**

**Varsity Volleyball 2010-2012 \*Team Captain**  
**\*With individual all league award 2010-2011 and 2011-2012 seasons**  
**Coach Hanah Kim**  
**Tel: 408-482-5302**

**References:**

**Daniel Saavedra, YMCA Lead/High school athletic coach, Tel: 408-768-8761**  
**Courtney Hill, San Jose Work2future, Tel: 408-794-1166**  
**Marie-Joy Chen, Jabil Circuits Inc. (On-site supervisor) Tel: 408-361-3678**



**Servers Test**

**Multiple Choice**

$$21/35 = 60\%$$

A D 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

A C 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

B 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

B 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

B 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 dinning 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**

D Scullery

- A. Metal buffet device used to keep food warm by heating it over warmed water

B Queen Mary

- 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)

A Chaffing Dish

- C. Used to hold a large tray on the dining floor

B French Passing

- D. Area for dirty dishware and glasses

G Russian Service

- E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F Corkscrew

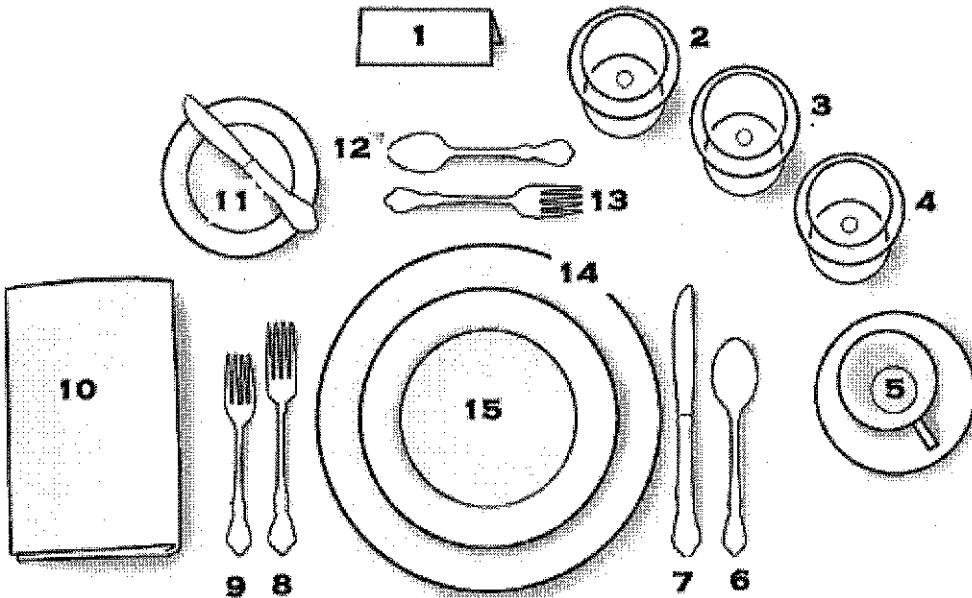
- F. Used to open bottles of wine

C E Tray Jack

- G. Style of dining in which the courses come out one at a time

Name \_\_\_\_\_  
Score / 35

**Servers Test**



**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>2</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>3</u>	Wine Glass (White)
<u>4</u>	Water Glass		

**Fill in the Blank**

1. The utensils are placed \_\_\_\_\_ inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? \_\_\_\_\_ sugar & sweetner \_\_\_\_\_ at the same time
3. Synchronized service is when: \_\_\_\_\_ everything comes out in a predetermined order
4. What is generally indicated on the name placard other than the name? \_\_\_\_\_ party (size) meal choice
5. The Protein on a plate is typically served at what hour on the clock? \_\_\_\_\_ 8 pm (6 pm)
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?

Inform the kitchen

**Cashier Test**

**Score** / 15

B

1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

A

2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

D

3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- d) \$2.00

~~D~~

4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

B

5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

8.75

6) What is the current sales tax rate in your city 8.25%

C

7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?

$$\begin{array}{r}
 1.25 \\
 0.90 \\
 0.79 \\
 \hline
 2.94
 \end{array}$$

- a) \$4.06
- b) \$2.06
- c) \$7.06
- d) \$5.06

B

8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

$$\begin{array}{r}
 2.10 \\
 7.1 \\
 \hline
 35.50
 \end{array}$$

- a) \$19.50
- b) \$14.50
- c) \$9.50
- d) \$4.50

D

9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- a) \$6.00
- b) \$8.00
- c) \$10.00
- d) \$12.00

A

10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?

$$\begin{array}{r}
 7.50 \\
 2.50 \\
 5.00 \\
 3.25 \\
 \hline
 21.50
 \end{array}$$

-3

- a) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50

**Cashier Test**

**Score** / 15

A

11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

C

12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

**Question & Answer:**

13) What is the minimum age for legal alcohol purchases? 21 years old

14) What are the acceptable forms of ID for alcohol purchases? State licence & Passport

15) How many \$20 bills are in a bank band? 50 100

- 2

## NOTICE TO EMPLOYEE

Labor Code section 2810.5

### EMPLOYEE

Employee Name: Jay Strabinick

Start Date: 3/17/17

### EMPLOYER

Legal Name of Hiring Employer: S.E Scher

Is hiring employer a staffing agency/business (e.g., Temporary Services Agency; Employee Leasing Company; or Professional Employer Organization [PEO])?  Yes  No

Other Names Hiring Employer is "doing business as" (if applicable):

Acrobat Outsourcing

Physical Address of Hiring Employer's Main Office:

665 Third St. Suite 415, San Francisco, CA. 94107

Hiring Employer's Mailing Address (if different than above):

Hiring Employer's Telephone Number: 415-431-8826

If the hiring employer is a staffing agency/business (above box checked "Yes"), the following is the other entity for whom this employee will perform work:

Name: \_\_\_\_\_

Physical Address of Main Office: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

### WAGE INFORMATION

Rate(s) of Pay: \$14.00 Overtime Rate(s) of Pay: \$17

Rate by (check box):  Hour  Shift  Day  Week  Salary  Piece rate  Commission

Other (provide specifics): \_\_\_\_\_

Does a written agreement exist providing the rate(s) of pay? (check box)  Yes  No

If yes, are all rate(s) of pay and bases thereof contained in that written agreement?  Yes  No

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances):

(If the employee has signed the acknowledgment of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)

Regular Payday: FRIDAY

## WORKERS' COMPENSATION

Insurance Carrier's Name: Integro USA Inc. dba Integro Insurance Brokers

Address: 1 State Street Plaza, 9<sup>th</sup> floor, New York, NY. 10004

Telephone Number: 212-295-5440

Policy No.: LDC4042609 AOS

Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure: \_\_\_\_\_

## PAID SICK LEAVE

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
  1. requesting or using accrued sick days;
  2. attempting to exercise the right to use accrued paid sick days;
  3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
  4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice: (Check one box)

1. Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.

2. Accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §246.

3. Employer provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.

4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): \_\_\_\_\_

## ACKNOWLEDGEMENT OF RECEIPT

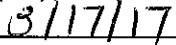
(Optional)

Erika Komatsu

(PRINT NAME of Employer representative)



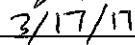
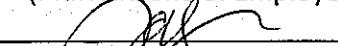
(SIGNATURE of Employer Representative)



(Date)

Jay Strabinick

(PRINT NAME of Employee)



(Date)

The employee's signature on this notice merely constitutes acknowledgement of receipt.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.