

JOSE SANTIAGO

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Objective

To obtain a challenging position in a role that would best utilize my experience and professional skills. This organization should offer opportunities for growth and advancement.

Professional Highlights

Dedicated and goal oriented	Strong leadership skills
Customer focused	Experience with company logistics, manufacturing, and inventory
Excellent communication skills	Advanced level PC skills
English and Spanish	

Work Experience

2002-Present Infortrend Corp. San Jose, Ca.

Warehouse Supervisor

- Oversee the workflow in the warehouse
- Guide and train new employees
- Resolve issues or problems
- Shipping/Receiving
- Ups, FedEx, DHL, and scheduling freights for outgoing material
- 15 years, experience with SAP (data entry)
- Performing duties threw E-Flow
- Receiving product into Sap from T.W.
- Inventory control, cycle counting
- Upgrading/downgrading FW for raid systems
- FIFO (First In First Out)
- Assist customers with or without of warranty goods
- Communicate with customer through (ICSS)
- Process RMA's through MES (Manufacturing Execution System)

2002-2002 H-Square Corporation Sunnyvale, Ca.

Shipping/Receiving Data Entry

- Shipping/Receiving
- FedEx and Ups Neopost
- International's airway bills
- Scheduling pick-ups for international's Danza,Airborn,Gateway,etc.
- Familiar with p.o.,invoices.
- Work Orders,Pick list,Kitting
- Communicating with sales and customers/will calls

2001- 2002 Orkin Pest Control San Jose, Ca.

Termite Technician

- CA. Structural Pest Control Licensed

- Monitor and Bait homes for Termites
- Drill and Treat Interior/ Exterior of Homes including crawl spaces
- Mix/ Apply Chemicals For Termite Extermination

2000- 2001 Flextronics International Inc. Sunnyvale, Ca.

Material Handler III

- Pull/distribute material for Vina, Cabletron, Riverstone, and Alcatel production lines using material transfers
- Perform Kitting and Cycle Counting of parts
- Receive material into stock.
- Forklift certified operator
- Monitor/expedite in-transit shipments to fill kit shortages and ensure on time build schedules.
- Operating knowledge of BAAN/Expandable Software, MS Office, Excel spreadsheets and basic email

1995 - 2000 Bermans Diversified Industries San Jose, Ca.

Warehouse Lead

- Coordinated and supervised weekly electronics auction consisting of hard drives, electronic components, PC's, ram, test equipment, PC boards, and office furniture.
- Performed duties related to material handling/Shipping/Receiving/Deliveries and Pickups
- Daily communication, by phone and in person, with vendors and customers to review upcoming products, obtain feedback on methods of improving auction processes and product quality.
- Developed excellent relationships with business colleagues and customers resulting in repeat business and customer referrals.
- Operating knowledge of MS Office package, The Internet, Ask Man Man, Windows 98, Domestic & International shipping procedures.

1994-1995 Interim Personnel Sunnyval Ca.

Warehouseman

- Material Handler
- Truck driver assistant
- Shipping/Receiving assistant

Education

1989-1992 Silver Creek High School San Jose, Ca.

Diploma



Cashier Test

Score / 15

b 1) A roll of quarters is worth?

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

$$10/15 = 67\%$$

A 2) A roll of dimes is worth?

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

d q 3) A roll of nickels is worth?

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

A 4) A roll of pennies is worth?

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

C 5) What does POS stand for?

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

8.75

C 6) What is the current sales tax rate in your city _____?

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?

- 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?

- 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?

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

-2

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

A

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

14) What are the acceptable forms of ID for alcohol purchases? ID DL

15) How many \$20 bills are in a bank band? 100 bills or \$2,000

- 3

Multiple Choice

$$25/35 = 71$$

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

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

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

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

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

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

E 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

I Corkscrew

F. Used to open bottles of wine

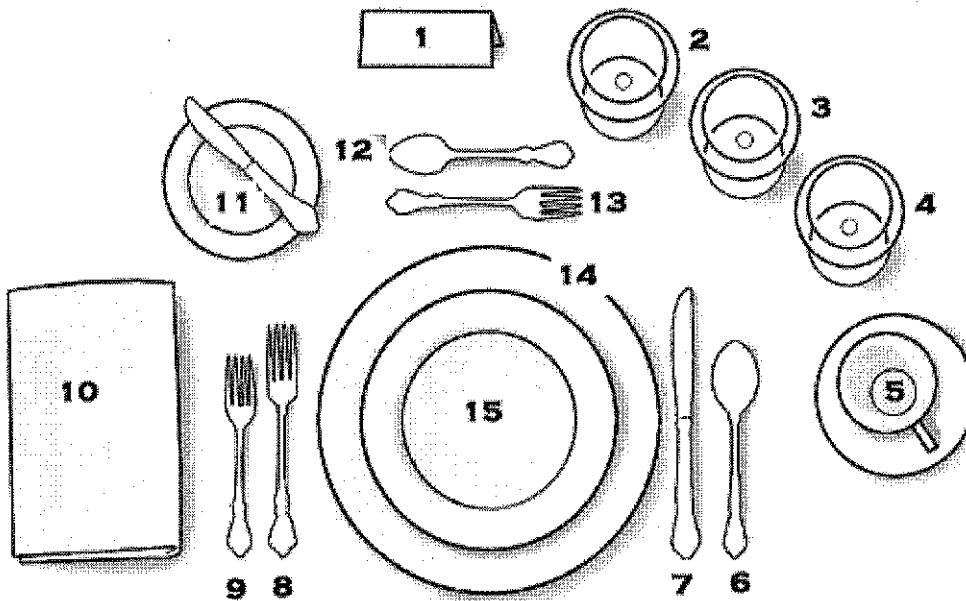
C Tray Jack

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

Fill in the Blank

1. The utensils are placed 7.9 one inch inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Sugar cream.
3. Synchronized service is when: correctly & at point all plates served at the same time.
4. What is generally indicated on the name placard other than the name? number meal choice.
5. The Protein on a plate is typically served at what hour on the clock? 6.
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? inform the chef or captain ASAP.

Bartenders Test

Score / 35

Multiple Choice (6 points)

b 1) Carbonation _____ the rate of intoxication.
 a) Slows down
 b) Speeds up
 c) Does nothing to

b 2) What are the six most commonly used spirits?
 a) Sweet and Sour, Triple Sec, Grenadine, Midori, Lime Juice and Cranberry Juice
 b) Vodka, Whiskey, Gin, Bourbon, Rum and Tequila
 c) Chardonnay, Cabernet Sauvignon, Champagne, Merlot, Sauvignon Blanc, Zinfandel
 d) Kahlua, Vodka, Frangelico, Gin, Tequila, Spiced Rum

b 3) You can accept an expired ID as long as all other information is correct.
 a) True
 b) False

b 4) If someone has had too much to drink, serving them coffee will help sober them up.
 a) True
 b) False

d 5) What are the acceptable forms of ID for Alcohol Consumption?
 a) State or Government Issued ID Card or Drivers License
 b) Passport or Passport ID Card (as long as it lists the person's date of birth)
 c) School ID or Birth Certificate
 d) A & B
 e) A, B & C

b 6) If there is no shaker tin available to scoop ice for a drink, it is okay to use a glass.
 a) True
 b) False

$$6/35 = 17\%$$

Vocabulary (9 points)

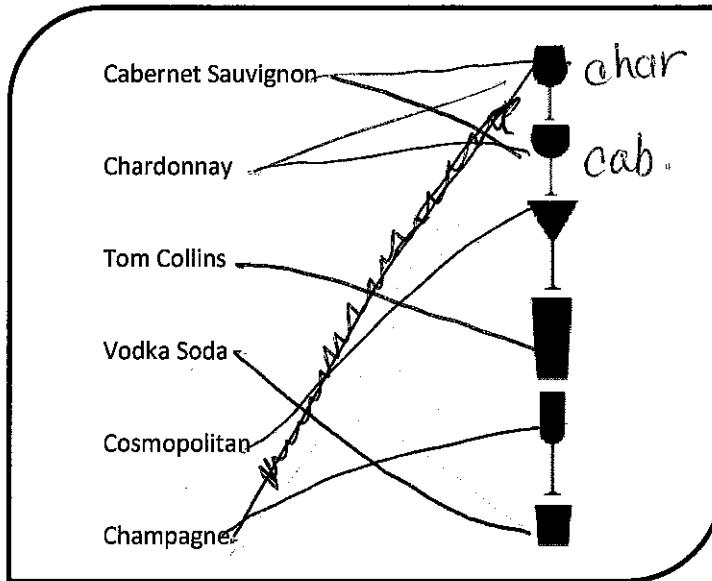
Match the word to its definition

C "Straight Up"
F Shaker Tin
I "Neat"
A Muddler
B Strainer
E Jigger
G Bar Mat
D "Float"
H "Back"

a.) Used to crush fruits and herbs for craft cocktail making
 b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured
 c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice
 d.) To pour $\frac{1}{2}$ oz of a liquor on top
 e.) Used to measure the alcohol and mixer for a drink
 f.) Used to mix cocktails along with a pint glass and ice
 g.) Used on the bar top to gather spills
 h.) Requesting a separate glass of another drink
 i.) Means to serve spirit room temperature in a rocks glass with no ice

Glassware (6 points)

Match the correct glass to the drink



Answer and Question (14 points)

Provide examples of 3 brand name "top shelf" spirits (3 points): grey goose, hennessy, ciroc

What are the ingredients in a Manhattan? vermouth, whiskey, bitters (cherry for garnish)

What are the ingredients in a Cosmopolitan? vodka, triple sec, cranberry juice, lime

What are the ingredients in a Long Island Iced Tea? vodka, gin, triple sec, rum, tequila, gomme syrup,

What makes a margarita a "Cadillac"? grand marnier float lemon juice splash of Cola

What is simple syrup? sugar dissolved in water

Is it legal to pour liquor from one bottle into another? What is this called? (2 points)

no; marrying of liquor

What should you do if you break a glass in the ice? melt all the ice w/ warm water and clean out glass

When is it OK to have an alcoholic beverage while working? Never

What does it mean when a customer orders their cocktail "dirty"? add olive juice

What are the ingredients in a Margarita? tequila, sweet & sour (lime juice, simple syrup), con treaum

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Jose Santiago
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: \$15 hr \$13 Overtime Rate(s) of Pay: 22.50 hr \$19.50

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, 9th 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.

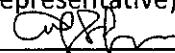
4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): _____

ACKNOWLEDGEMENT OF RECEIPT

(Optional)

Erika Komatsu

(PRINT NAME of Employer representative)



(PRINT NAME of Employee)

(SIGNATURE of Employer Representative)



(SIGNATURE of Employee)

(Date)

(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.