

Interview Note Sheet

Applicant Information

Name: <u>Regina Moore</u>	Interviewer: <u>Steven</u>
Date: <u>10/9/17</u>	Rate of Pay:
Position(s) Applied for: <u>Bartending</u>	Referred by:

Job Interest					
Server	/35	%	Bartender	35/35	100 %
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Job Type	Seeking
Full-Time	<input checked="" type="checkbox"/>
Part-Time	<input type="checkbox"/>

Relevant Experience / Summary of Strengths

Regina Moore has a fulltime job, but wants to work as a bartender on weekends. She lives by the airport. Willing to travel elsewhere.

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

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

Regions Available to work	<input checked="" type="checkbox"/> Kansas City, KS	<input checked="" type="checkbox"/> Overland Park, KS	<input checked="" type="checkbox"/> Kansas City, MO
			Independence, MO

Certifications/Honors	<input checked="" type="checkbox"/> TIPS	<input checked="" type="checkbox"/> Serv-Safe	<input checked="" type="checkbox"/> LEAD	<input checked="" type="checkbox"/> Other
				Will Submit

Availability	<input checked="" type="checkbox"/> Open	<input checked="" type="checkbox"/> AM only	<input checked="" type="checkbox"/> PM only	<input checked="" type="checkbox"/> Weekdays only	<input checked="" type="checkbox"/> Weekends only

Uniforms Owned	<input checked="" type="checkbox"/> Bistro	<input checked="" type="checkbox"/> Black Bistro	<input checked="" type="checkbox"/> Tuxedo	<input checked="" type="checkbox"/> 1/2 Tuxedo	<input checked="" type="checkbox"/> Black Vest
					<input checked="" type="checkbox"/> Long Black Tie
Chef Coat	Chef Pants	Knives	<input checked="" type="checkbox"/> Black Pants	Non-Slip Shoes	Bow Tie
					Other: _____

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:

Regina Moore
7887 NW Roanridge Rd Apt F
Kansas City, MO 64151
(816) 519-5052
Reginagmoore@yahoo.com

PROFESSIONAL EXPERIENCE

CITY OF INDEPENDENCE

Utility Support Specialist/IBEW

Independence, MO

February 2013 – Current

- Provide support for the Department's utility accounting function; assists in the Capital Improvement budget and Operating budget preparation for the department; maintain files on opened and close work/job orders; provides financial reporting and property accounting assistance.
- Performs proper month-end and year-end closing of accounts.
- Records statistical tables and charts, month-end closing for work/job orders.
- Enters and retrieves a variety of technical and requisition information in order to update records, process purchase orders, transactions and respond to requests for information.
- Process payroll for Power & Light Divisions (120 employees).
- Keeps current on IBEW contract for review of payroll and answering employee questions.
- Processes commercial and residential air conditioner, heat pump and water heater rebates.
- Assists with Human Resources related matters.
- Provides support to the Department's safety and training programs and security programs.
- Processes NERC monthly grant expenditures and gross earnings reports.
- Serves as the benefits coordinator for Power & Light to enroll and answer all questions regarding health and dental benefits for employees.
- Serves on interview panels for new hire candidates.
- Assists with answering questions to all employees regarding city policies and procedures.

CITY OF INDEPENDENCE

Tourism Coordinator

April 2011 – February 2013

- Performs accounting of money, assists in preparation of annual budget, payroll, accounts payable, works with vendors and Purchasing for RFP's and bids.
- Prepares State of Missouri Coop reimbursement reports.
- Updates Tourism city web pages, events, calendar, and public relations, including proofreading all written materials.
- Coordinates group tours with travel tour groups and school districts.
- Coordinates Tourism attraction events with Tourism Advisory Board, Hotel Alliance, Independence Chamber and Events Center staff.
- Certified Tourism Ambassador for Independence and Kansas City, MO.

CITY OF INDEPENDENCE

Administrative Specialist III/Comm. Dev.

August 2006 – April 2011

- Performs accounting of money, assists in preparation of annual budget, payroll, accounts payable, works with vendors and Purchasing for RFP's and bids.
- Assists in preparation of Capital Improvement Projects city-wide.
- Prepares Tax Increment Financing paperwork and submitting Public Hearing notifications.
- Process RP's, requisitions, encumbrances and track budgets for six divisions of Community Development.
- Process payroll information, action forms and confidential employee information.

BOYS & GIRLS CLUBS OF GREATER KANSAS CITY***Manager, Marketing & Development***

Kansas City, MO

August 2000 – August 2006

- Receive and record all cash, stock, contributions, written pledges for \$5 million annual fundraising plan and \$16.3 million capital campaign plan.
- Reconcile with CFO and Accountant daily and monthly to include reports to Board of Directors.
- Plan fund raising events including budget plan, face-to-face fundraising stewardship, grant writing, and bulk mailing fundraising letters.
- Fulfill Tax Credit Donor programs with the states of Missouri and Kansas and donors to include monthly and quarterly reports.
- Manage donor matching gifts program.
- Maintain fundraising plan/goals with direct contact with Board of Directors and CEO/President including political dignitaries and news media.
- Maintain moves management system including major gifts and planned giving expectancies.
- Plan special events including budget and registration including sales of tickets, silent and live auctions, RBI Night at the K, Chiefs Children's Benefit Game – suite and tailgate party host, Kids Night Out with movie stars.
- Process invoices for billing and collection of pledges.
- Provide required donor documentation to auditors quarterly and annually.

WILLIAM JEWELL COLLEGE***Advancement Dept. Gift Records Manager***

Liberty, MO

August 1995 – August 2000

- Receive and record all cash, stock, contributions, written pledges for \$100 million annual fundraising plan to include capital campaign plan.
- Secure donations through Planned Giving and Endowment programs.
- Supervise and train personnel.
- Prepare financial reports to Trustees, President and Administrators of the College.
- Process donor tax receipts.
- Manage alumni donor database and coordinate alumni events, reunions, etc.
- Provide required donor documentation to auditors quarterly and annually.

EDUCATION

William Jewell College

Liberty, MO

1998 – 2000

English/Business

Blackbaud University

Charleston, SC

Raiser's Edge Certification

1997 - 1998

Longview Community College

Kansas City, MO

1996 – 1998

Gen. Ed/English

ADDITIONAL SKILLS

- JD Edwards/RUMBA, Laserfiche, Raiser's Edge Software and all Microsoft Office Applications
- Strong communication, analytical, and problem solving skills
- Ability to work both independently as well collaboratively in a team environment
- Strong project management and time management skills
- Strong oral and written communication and interpersonal skills
- Notary Public and CPR/AED Certification 2017
- Certified Tourism Ambassador for Kansas City and Independence, Missouri

Employment Application

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 Regina G. Moore Date: 10/17/17
 Cell (816) 519-5052 Home Telephone (816) 325-7493 Other Telephone (816) 325-7493 work
 Present Address 7887 NW Roanridge Rd Apt F K.C., MO 64151
 Permanent Address, if different from present address: _____
 Email Address Reginagmoore@yahoo.com

EMPLOYMENT DESIRED

Position applying for: Bartender Salary desired: \$10 + plus tips
 Are you currently registered with any staffing and/or employment agencies? If so, please list
NO

Are you applying for: Full-time work? Yes No Part-time work? Yes X 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 Beth Merrill 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? _____

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							
PM	<u> </u>						

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:

Nov. 23 - 26, 2017

PERSONAL INFORMATION

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

Do you have friends or relatives working for Acrobat Outsourcing? Yes No X If yes, please state name and relationship _____

If hired, would you have a reliable means of transportation to and from work? Yes X No

If hired, can you present evidence of your legal right to live and work in this country? Yes X 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 X No

Acrobat

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.)

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
William Jewell	Liberty MO	2 yrs	no
Maple Woods Longview	KCMO	2 yrs	yes
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: Professional Event Planner & fundraiser			

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 Resume included If so, may we contact your current employer? Yes No

Name and Address of Employer City of Independence

Type of Business Government Telephone No. (816) 325-7493 Supervisor's Name

Your Position and Duties Accounting, payroll, finance, customer service, rebates

Dates of Employment: From 8/2006 To Current Weekly Pay: Starting 2,000 Ending weekly

Reason for Leaving: still employed

Name and Address of Employer Boys & Girls Clubs of Greater K.C.

Type of Business Non Profit Telephone No. (816) 361-3600 Supervisor's Name David Smith

Your Position and Duties Event Planner, fundraiser, Software manager

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Name and Address of Employer _____

Type of Business _____ Telephone No. (____) _____ Supervisor's Name _____

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Your Position and Duties _____

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Name and Address of Employer _____

Type of Business _____ Telephone No. (____) _____ Supervisor's Name _____

Your Position and Duties _____

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Have you ever been fired from any previous place of employment? If so, please explain: _____

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes No X
If so, describe: _____

JOB RELATED REFERENCES

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

Name: Mike Stewart Telephone No. (816) 325-7769

Address 111 E Maple Independence MO 64050

Occupation: Permit Tech Relationship: friend Number of Years Acquainted: 11

Name: Joe Hughs Telephone No. (816) 500-2834

Address Independence MO

Occupation: Manager Sprint Relationship: former boss Number of Years Acquainted: 11

Name: Kirk Huismann Telephone No. (816) 769-4155

Address 17221 E 23rd St S Indep MO

Occupation: Accountant Relationship: coworker Number of Years Acquainted: 1 1/2 yrs

Please Read Carefully, Initial Each Paragraph and Sign Below

Regina

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.

Regina

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.

Regina

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.

Regina

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.

Regina

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

Regina S. Moore

Date

10/17/17

Bartenders Test

Score 35 / 35

100%

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

Vocabulary (9 points)

Match the word to its definition

C "Straight Up"

a.) Used to crush fruits and herbs for craft cocktail making

F Shaker Tin

b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured

L "Neat"

c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice

a Muddler

d.) To pour $\frac{1}{2}$ oz of a liquor on top

b Strainer

e.) Used to measure the alcohol and mixer for a drink

J Jigger

f.) Used to mix cocktails along with a pint glass and ice

A Bar Mat

g.) Used on the bar top to gather spills

f "Float"

h.) Requesting a separate glass of another drink

h "Back"

i.) Means to serve spirit room temperature in a rocks glass with no ice



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017291180951ZK

Report Prepared: 10/18/2017

Company Information

Company ID: 138349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: moore

First Name: Regina

Date of Birth: 09/20/1963

Social Security Number: *** * 9073

Hire Date: 10/17/2017

Citizenship Status: A citizen of the United States

Document Information

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

List C Document: Social Security Card

Document Name: Driver's license

Document State: Missouri

Driver's License or ID Card Number:

Document Expiration Date: 09/20/2022

Case Status Information

Current Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 10/18/2017

Case Submitted By: SGON7369

SENSITIVE BUT UNCLASSIFIED