

## Interview Note Sheet

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

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

Seeking
Full-Time
<u>Part-Time</u>

Relevant Experience & Summary of Strengths	
<p>Regina Moore has a fulltime job, but wants to work as a bartender on weekends. She lives by the airport. Willing to travel else where.</p> <p style="text-align: right;"><b>Total of _____ in Food Service/Hospitality</b></p>	
P.O.S. Experience: Y / N details: _____	

Transportation	
<u>Car</u>	Public Transit
Carpool ( Rider / Driver )	
Regions Available to work:	
<u>Kansas City, KS</u>	<u>Overland Park, KS</u>
<u>Kansas City, MO</u>	Independence, MO
Certifications (if any)	
TIPS	Serv-Safe
LEAD	Other _____
Will Submit	
Availability	
Open	AM only
<u>PM only</u>	Weekdays only
<u>Weekends only</u>	
Details: _____	
Uniforms Owned:	
Bistro	<u>Black Bistro</u>
Tuxedo	1/2 Tuxedo
Black Vest	<u>Long Black Tie</u>
Chef Coat	Chef Pants
Knives	<u>Black Pants</u>
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**

Independence, MO

#### ***Utility Support Specialist/IBEW***

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**

Kansas City, MO

**Manager, Marketing & Development**

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**

Liberty, MO

**Advancement Dept. Gift Records Manager**

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

1998 – 2000

English/Business

Liberty, MO

Blackbaud University

Raiser's Edge Certification

1997 - 1998

Charleston, SC

Longview Community College

1996 – 1998

Gen. Ed/English

Kansas City, MO

**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  
 Home Telephone (816) 519-5052 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>	<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>Nov. 23 - 26, 2017</u>							

### 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."		<u>YES</u>	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<u>NO</u>
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 X No \_\_\_\_\_ If so, may we contact your current employer? Yes \_\_\_\_\_ No X

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, reports

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

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 \_\_\_\_\_

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 Hughes Telephone No. (816) 500-2834

Address Independence MO

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

Name: Kirk Huisman 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**

Regm

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.

Regm

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.

Regm

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.

Regm

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.

Regm

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 D. Moore

**Date**

10/17/17

**Bartenders Test**

Score 35 / 35

**Multiple Choice** (6 points)

100%

- 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"

F Shaker Tin

i "Neat"

a Muddler

b Strainer

e Jigger

a 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 ½ 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





SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2017291180951ZK**

Report Prepared: 10/18/2017

**Company Information**

Company ID: 139349

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: SGON7359

SENSITIVE BUT UNCLASSIFIED