

# Kathy Acceus

Server - Chilis

Spring Valley, NY 10977

kathyacceus8\_krw@indeedemail.com - 845729-5843

Sat 3pm  
kathyacceus@yahoo.com

Energetic sales associate, Successful at building a strong customer following. Effective at multi-tasking and maintaining a friendly attitude under pressure. Excellent with building rapport with customers while achieving sales goals. Enjoy working as part of a team, or taking authoritative as a team leader.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## WORK EXPERIENCE

### Front Desk Associate

Massage Envy - Nanuet, NY - 2017-05 - Present

I was responsible for answering multi-line phones, checking clients in and out of appointments, scheduling future and standing appointments, patient charting, performing an intake with new guest, and members. as well as opening the clinic and closing the clinic. filing, faxing, and email responsibilities were also apart of the job.

### Server

Chilis - Town of Clarkstown, NY - 2011-08 - 2016-09

- Greeted customers in a timely fashion while quickly determining their needs.
- answered questions about menu selections and made recommendations when requested
- Managed closing and opening duties
- Addressed guests services needs
- Built relationships with customers to increase likelihood of repeat business, regulars.

### Cashier/Customer Service

Christmas Tree Shops - Spring Valley, NY - 2010-08 - 2013-08

cashier, customer service

Christmas tree shops - 32 spring valley market place

key holder, Handled cash transactions with customers, Make sales referrals, cross-sell products and introduce new ones. interacts with customers to provide them with information to address inquiries regarding products and services. In addition also deal with and help resolve any customer complaints.

## EDUCATION

### Associate of arts in liberal arts

suny rockland community college - Suffern, NY

2014-09 - 2016-01

## SKILLS

CASH, CUSTOMER SERVICE, RECEPTIONIST, RETAIL SALES, SALES

CERTIFICATIONS/LICENSES

**excellence customer service With massage envy.**

ADDITIONAL INFORMATION

SKILLS

Customer service-oriented Bilingual

Cash register familiarity POS software expert

People-oriented Sales experience

Strong work ethic Outstanding interpersonal skills

**Submission Date**

12-09-2017 12:52:22

**First Name**

Kathy

**Last Name**

Acceus

**E-mail Address**

kathyacceus@yahoo.com

**Phone**

8457295843

**Address**

109 rockland lane

**Unit or Number**

8457295843

**City, State**

spring Valley

**Zip Code**

10977

**What region(s) are you applying to work within?**

- New Jersey

**Which position(s) are you applying for?**

- Server

**Are you applying for:**

- Part-Time

**When can you start?**

 Sunday, December 10, 2017

**Can you work overtime?**

Yes

**How did you hear about us?**

- Google

**What days/times can you work? Select all that apply:**

- Tuesday PM
- Wednesday AM
- Thursday PM
- Friday AM
- Saturday PM
- Sunday AM
- Sunday PM

**Have you ever applied to or worked for Acrobat before?**

No

**If hired, would you have reliable means of transportation to and from work?**

Yes

**If hired, can you present evidence of your legal right to live and work in this country?**

Yes

**Are you able to perform the essential functions of the job for which you are applying?**

Yes

**Name of School**

Rockland community College

**City & State**

Suffern New York

**Grade/Degree**

Associates degree

**Graduated?**

Yes

**Do you have any special licenses? (If so, label under "Special")**

No

**Are you computer literate? (If so, label which programs under "Special")**

Yes

**Are you proficient with Point of Sale systems? (If so, label which under "Special")**

Yes

**Do you have any experience, training, qualifications or special skills? (If so, label under "Special")**

No

**Special:**

sales

**Are you currently employed?**

Yes

**Can we contact your current employer?**

Yes

**Name and Address of Employer**

Massage Envy

**Type of Business**

Receptionist sales Associate



**Phone Number**

8456233111

**Your Position & Duties**

i am responsible for answering multi line phones, checking clients in and out of appointments, scheduling future and standing appointments. selling memberships.

**Date of Employment (from/to):**

May 20017- present December 2017

**Reason for Leaving**

still employed

**Still Employed:**

Yes

**First Name**

Laura Abhiva

**Last Name**

1917 5883438

**E-mail Address**

Lauraabhiva01@gmail.com

**Phone**

19175883438

**Relationship:**

Friend

**Years Acquainted:**

10

**First Name**

Juliana

**Last Name**

Lambos

**Phone**

18455986439

**Relationship:**

co worker

**Years Acquainted:**

5

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.**

- (Checked box indicates acknowledgement)

**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.**

- (Checked box indicates acknowledgement)

**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.**

- (Checked box indicates acknowledgement)

**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.**

- (Checked box indicates acknowledgement)

**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.**

- (Checked box indicates acknowledgement)

**I hereby acknowledge that I have read and understand the above statements.**

- (Checked box indicates acknowledgement)

**Applicant Digital Signature (Type Name):**

Kathy Aceus

**Date:**

 Saturday, December 09, 2017



# Interview Note Sheet

## Applicant Information

Name: Kathy Accius

Interviewer: Jo Poik

Date: 12/09/17

Rate of Pay: \$12

Position (s) Applied for:

Referred by:

Server

Inded

## Test Scores

Server	/35	% Bartender	/30	%
Prep Cook	/15	% Barista	/10	%
Grill Cook	/40	% Cashier	/10	%
Dishwasher	/10	% Housekeeping	/16	%

## Seeking:

Full-Time

Part-Time

## Relevant Experience & Summary of Strengths

Currently in school until Dec 19th  
Rockland CC

Available: Tues/Thurs after 5pm  
open - Sun Fri until 3pm  
Sat after 2pm

After the 19th: Open

- Receptionist @ Massage Envy part-time
- Chili's Server  
5 years
- Bobby Von's Steakhouse  
Server

Total of \_\_\_\_\_ in Food Service

Fri PM  
Mon/Wed/Sat AM  
another part-time job  
~~12/09/17~~  
~~12/10/17~~

max travel up to  
1 hour

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

## Transportation

Car

Public Transit

Carpool ( Rider / Driver )

## Regions Available to work:

North NJ

Spring Valley NJ  
South NJ

Central NJ

Jersey Shore

## Certifications (if any)

TIPS

Serv-Safe

LEAD

Other \_\_\_\_\_

Will Submit

## Availability

Open

AM only

PM only

Weekdays only

Weekends only

Details:

## 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: