

Acrobat
outsourcing
Your Hospitality Staffing Professionals

3/2022

~~3/11/2018~~

~~12/11/2017~~

Name: Omar Torres

Taborca ID: 43473

Date of Hire: 12/11/17

Date of Re-Act: / /

Employee Set up

○ E-verify #: 2017345170227YC

○ Hire Right Sections 1 & 2

○ Background Check (Asurint)

○ Direct Deposit (Scan to Payroll) or Global
Cash Card 123456789

○ Attended New Hire Orientation:

12/11/17

○ Added to Orientation Time Sheet

○ New Hire List

○ Check Taborca Profile (All fields)

○ Upload Resume

○ Food Handler's Card Status

Omar Torres
omart0234@yahoo.com
(732) 425-9612

OBJECTIVE

Seeking a position where I can utilize my knowledge of management and customer service that will help improve a company's mission and goals.

EDUCATION

Rutgers University, New Brunswick, NJ
B.S. Exercise Science and Sport Studies, October 2013
Major: Sport Management GPA: 3.63
Middlesex County College, Edison, NJ
A.S. Liberal Arts - Business, 2011

EXPERIENCE

Conduent Incorporated, Intercept Pharmaceuticals, Somerset, New Jersey April 2016 to Present
Support Care Coordinator

- Communicate with insurance companies, and third-party vendors to collect/share information and coordinate participation in the program.
- Complete casework in a timely manner with consistent follow-up as the accountable care coordinator.
- Report adverse events and product quality complaints as required.
- Support the Care Coordinator as a point of contact for their region.

Champs Sports, East Brunswick, New Jersey January 2014 to March 2017
Sales Associate

- Assist Store Manager in all aspects of daily shift management, including customer relations, inventory control, procedural tasks and paperwork, as well as visual merchandising.
- Organize shipments, transfers, and merchandise.
- Maintain company standards regarding personal and store performance metrics.
- Perform maintenance of store.

Conduent Incorporated, Somerset, New Jersey August 2014 to April 2016
Patient Access Specialist

- Meet department customer service, call and data entry standards.
- Handle patient inquiry and application assistance.
- Responsible for completion of assigned day-to-day work activities.

KEY SKILLS

- Bilingual in English and Spanish
- Well organized and detail-oriented
- Highly motivated, self disciplined employee
- Excellent interpersonal skills

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.

(Checked box indicates acknowledgement)

Applicant Digital Signature
(Type Name):

Kathy Acceus

Date:

12-09-2017

Please Attach Resume
Below

You can [edit this submission](#) and [view all your submissions](#) easily.

JotForm <noreply@jotform.com>

Reply-To: omart0234@yahoo.com

To: debbie@acrobatoutsourcing.com, josephine@acrobatoutsourcing.com

Mon, Dec 11, 2017 at 2:22 PM



Employment Application New Jersey

First Name	Omar
Last Name	Torres
E-mail Address	omart0234@yahoo.com
Phone	732-425-9612
Address	1089 Sherman Ave
Unit or Number	none
City, State	South Plainfield, NJ
Zip Code	07080
What region(s) are you applying to work within?	New Jersey
Which position(s) are you applying for?	Busser Barback Barista
Are you applying for:	Part-Time
When can you start?	12-12-2017
Can you work overtime?	Yes

How did you hear about us? Craigslist

If you were referred, please
tell us by whom:

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

Monday PM
Tuesday PM
Wednesday PM
Thursday PM
Saturday AM
Sunday AM
Sunday PM

Do you have any planned
vacations or extended leave
in the next 12 months? (If no,
leave blank)

Have you ever applied to or
worked for Acrobat before? No

Do you have any friends or
relatives working for
Acrobat? If so, please let us
know who:

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

State age if under 18. If you
are under 18, hire is subject
to verification that you are of
minimum age to work.

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

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.)

Name of School Rutgers University

City & State New Brunswick, NJ

Grade/Degree B.S Exercise Science and Sport Studies

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") No

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

Special: Worked at Joe's crab shack

Are you currently employed? Yes

Can we contact your current employer? Yes

Name and Address of Employer Conduent Inc
500 Atrium Dr, Somerset, NJ 08873

Type of Business Pharmaceutical

Phone Number (800) 416-0555

Your Position & Duties Support Care Coordinator
Communicate with insurance companies, pharmacies, doctor offices, and patients.

Date of Employment (from/to): April 2016/ Present

Reason for Leaving Still there

Still Employed: Yes

Name and Address of Employer Champs Sports
755 NJ-18, East Brunswick, NJ 08816

Type of Business Retail

Phone Number (732) 390-6614

Your Position & Duties Sales Associate
Assist the Store Manager in all aspects of daily shift management, including customer relations, inventory control, procedural tasks and paperwork, as well as visual merchandising.

Date of Employment (from/to): January 2014/March 2017

Reason for Leaving Laid off due to lack of work hours available

Still Employed: No

Name and Address of Employer Conduent Inc
500 Atrium Dr, Somerset, NJ 08873

Type of Business Pharmaceutical

Phone Number (800) 416-0555

Your Position & Duties Patient Access Specialist
Meet department customer service, call and data entry standards.

Date of Employment (from/to): August 2014/April 2016

Reason for Leaving Promoted

Still Employed: No

Have you ever been fired from a previous place of No

employment? If yes, please explain:

Have you obtained any special skills or abilities as the result of service in the military? If yes, please explain: No

First Name Sini
Last Name Kunjumon
E-mail Address sinthomas143@gmail.com
Phone (732) 390-6614
Relationship: Ex manager
Years Acquainted: 2

First Name
Last Name
E-mail Address
Phone
Relationship:
Years Acquainted:

First Name
Last Name
E-mail Address
Phone

Relationship:
Years Acquainted:

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 (Checked box indicates acknowledgement)

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.

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

(Checked box indicates acknowledgement)

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 (Checked box indicates acknowledgement)
the above statements.

Applicant Digital Signature (Type Name): Omar Torres

Date: 12-11-2017

Please Attach Resume
Below

You can edit this submission and view all your submissions easily.



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017345170227YC

Report Prepared: 12/11/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Torres

First Name: Omar

Date of Birth: 05/02/1990

Social Security Number: *** ** 7251

Hire Date: 12/11/2017

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: New Jersey

Driver's License or ID Card Number:

Document Expiration Date: 11/30/2019

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 12/11/2017

Case Submitted By: DMCK1905

Closed On: 12/11/2017

Closed By: DMCK1905

Closure Statement: The employee continues to work for the employer after receiving an Employment Authorized result.

SENSITIVE BUT UNCLASSIFIED

Interview Note Sheet

Applicant Information	
Name: <u>Mark Jones</u>	Interviewer: <u>Debbie McKen</u>
Date: <u>12/11/17</u>	Rate of Pay: <u>12.00 p/h</u>
Position (s) Applied for: <u>Busser/Runner</u>	Referred by: <u>nap list</u>

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

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

Relevant Experience & Summary of Strengths	Total of _____ in Food Service
<p><u>gas Crab Shack - 5 Playfield</u> <u>2 yrs Busser / Host</u> <u>M-Th after 430</u> <u>Sat until 10pm</u> <u>Sun - open</u> <u>Has his own transportation</u> <u>can carry a tray - food runner</u></p>	

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

Transportation
<u>Car</u> Public Transit Carpool (Rider / Driver)

Regions Available to work:
North NJ South NJ <u>Central NJ</u> Jersey Shore

Certifications (if any)
TIPS Serv-Safe LEAD Other _____ Will Submit

Availability
Open AM only <u>PM only</u> Weekdays only Weekends only

Details:
Uniforms Owned:

<u>Bistro</u> Black Bistro Tuxedo 1/2 Tuxedo Black Vest Long Black Tie
Chef Coat Chef Pants Knives <u>Black Pants</u> <u>Non-Slip Shoes</u> Bow Tie Other: _____

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