

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 #: 3017345170227YC
- Hire Right Sections 1 & 2
- Background Check (Asurint)
- Direct Deposit (Scan to Payroll) or Global Cash Card
- 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.

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JotForm <noreply@jotform.com>  
Reply-To: omart0234@yahoo.com  
To: debbie@acrobotoutsourcing.com, josephine@acrobotoutsourcing.com

Mon, Dec 11, 2017 at 2:22 PM

## Employment Application New Jersey

First Name	Omar
Last Name	Torres
E-mail Address	<a href="mailto:omart0234@yahoo.com">omart0234@yahoo.com</a>
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 <a href="http://500 Atrium Dr, Somerset, NJ 08873">500 Atrium Dr, Somerset, NJ 08873</a>
Type of Business	Pharmaceutical
Phone Number	<a href="tel:(800) 416-0555">(800) 416-0555</a>
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 <a href="http://755 NJ-18, East Brunswick, NJ 08816">755 NJ-18, East Brunswick, NJ 08816</a>
Type of Business	Retail
Phone Number	<a href="tel:(732) 390-6614">(732) 390-6614</a>
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 <a href="http://500 Atrium Dr, Somerset, NJ 08873">500 Atrium Dr, Somerset, NJ 08873</a>
Type of Business	Pharmaceutical
Phone Number	<a href="tel:(800) 416-0555">(800) 416-0555</a>
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.

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.

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)

(Checked box indicates acknowledgement)

(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  
the above statements.

(Checked box indicates acknowledgement)

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 McKee</u>
Date: <u>12/11/17</u>	Rate of Pay: <u>\$12.00 per hour</u>
Position (s) Applied for: <u>Busser/Reverer</u>	Referred by: <u>Chaplin</u>

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

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

3 yrs Crab Shack - Played  
2 yrs Bussers / Host.

M-Th after 4:30 Works FT  
Sat until 10pm case manager @  
Sun - open Pharma.

Has his own transportation  
car carry a tray - Food Reverser

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

## Transportation

<input checked="" type="checkbox"/> Car	Public Transit	Carpool ( Rider / Driver )
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## Regions Available to work:

North NJ	South NJ	<input checked="" type="checkbox"/> Central NJ	Jersey Shore
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## Certifications (if any)

TIPS	Serv-Safe	LEAD	Other _____	Will Submit
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## Availability

Open	AM only	<input checked="" type="checkbox"/> PM only	Weekdays only	Weekends only
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Details: \_\_\_\_\_

## Uniforms Owned:

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

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