

Caitlyn Bess

1499 Old Hamilton Street
Somerset, NJ 08873
caitlyn_bess@yahoo.com
(908) 938-9206

Education:

Lehman College, Bronx NY
o Bachelors of Fine Arts
Dean College, Franklin MA
o Associate's of Arts

September 2014 – June 2016

September 2010 – May 2012

Work Experience:

Hip-hop Instructor - Soul Xpression School of the Arts, Orange NJ
• Teach hip-hop classes to 8-13 year old children and adults.

August 2014 – Present

Bartender

Hospitality Staffing, LLC

July 2017 - Present

- Worked variety of private parties, mixing and serving alcoholic beverages to customers and providing fast service to accurately fill customers orders.

4Sixty6 Lounge, West Orange NJ

March 2014 – September 2014

La Rouge Restaurant & Lounge, Newark NJ

May 2014 - August 2014

Rumor 35 Nightclub, Sayreville NJ

March 2014 - June 2014

- Mixing and serving alcoholic beverages to customers.
- Take cash from customers and processed all credit card payments on POS system.
- Ensuring the bar is always well-stocked during the shift.
- Cleaning and breaking down the bar at the end of every shift

Bottle Service - Club Malibu, Elizabeth NJ

September 2013 – December 2013

- Take bottle orders and other requests from patrons in VIP sections.
- Handle money and credit cards while processing bottle purchase transaction.
- Provide bottles to patrons in VIP sections.

Team Member/Line Worker – Chipotle Mexican Grill, South Plainfield NJ September 2013 – October 2013

- Cleaned dishes and equipment thoroughly to prepare to put food on line.
- Cleaned and organized counters, tables, storage and beverage areas.
- Handled and bagged food for purchase.

Carhop/Server - Sonic Drive-In, Edison NJ

June 2011 – August 2011, August 2013 – January 2014

- Take and complete food orders.
- Serve food, drinks and utensils to customers at their vehicle.
- Accepted cash and credit card payments and delivered change at customers' vehicles.
- Attended to customers' needs following delivery of their meals.

Other skills:

Bilingual — fluent in English and Spanish. Familiar with American Sign Language.

TIPS (Training for Intervention Procedures) Certified.

Can manage simultaneous projects.

Microsoft Word, Power Point and Excel proficient.

Good typing skills (71 WPM).

Submission Date

12-13-2017 12:44:53

First Name

Caitlyn

Last Name

Bess

E-mail Address

caitlyn_bess@yahoo.com

Phone

9089389206

Address

1499 Old Hamilton Street

Unit or Number

none

City, State

Somerset, NJ

Zip Code

08873

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

- New Jersey

Which position(s) are you applying for?

- Server
- Bartender

Are you applying for:

- Full-Time
- Part-Time

When can you start?

 Thursday, December 14, 2017

Can you work overtime?

Yes

How did you hear about us?

- Referral

If you were referred, please tell us by whom:

Jasmin Griggs

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

- Monday AM

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

Lehman College

City & State

Bronx, NY

Grade/Degree

Bachelor's of Fine Arts

Graduated?

Yes

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

Yes

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")

Yes

Special:

Bartending certificate. TIPS certified.

Are you currently employed?

Yes

Can we contact your current employer?

Yes

Name and Address of Employer

Hospitality Staffing, LLC
93 Main Street, Woodbridge NJ

Type of Business

Staffing Agency

Phone Number

6467804586

Your Position & Duties

Server

Date of Employment (from/to):

7/2017-Present

Reason for Leaving

Slow business.

Still Employed:

Yes

Name and Address of Employer

Soul Xpressiion School of the Arts
137 Spring Street, Orange NJ

Type of Business

Dance/Arts School

Phone Number

9085830557

Your Position & Duties

Dance instructor

Date of Employment (from/to):

8/2014-Present

Still Employed:

Yes

Name and Address of Employer

4Sixty6 Lounge
466 Prospect Ave, West Orange NJ

La Rouge Lounge
972 Broad Street, Newark NJ

Type of Business

Nightclub

Your Position & Duties

Bartender.

Mixing and serving alcoholic drinks to customers. Take cash from customers and processed all credit payments on POS system. Ensuring the bar is always well-stocked during the shift. Cleaning and breaking down the bar at the end of every shift.

Date of Employment (from/to):

3/2014-9/2014

5/2014-8/2014

Reason for Leaving

Return to school

Still Employed:

No

First Name

Shanai

Last Name

Henderson

E-mail Address

shanai47@hotmail.com

Phone

9085830447

Relationship:

Supervisor

Years Acquainted:

3

First Name

Amy

Last Name

Larimer

E-mail Address

amy.larimer@lehman.cuny.edu

Phone

7189608016

Relationship:

Advisor

Years Acquainted:

3

First Name

Norma

Last Name

Suarez

E-mail Address

nsuarez56@yahoo.com

Phone

9089171713

Relationship:

Family friend

Years Acquainted:

20

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):

Caitlyn Bess

Date:



Wednesday, December 13, 2017

Interview Note Sheet

Applicant Information

Name: Caitlyn Bess

Date: 12/13/17

Position (s) Applied for: Server / Bartender

Interviewer: J. Paik

Rate of Pay: \$13, \$14

Referred by: Jasmine Griggs

Seeking:

Full-Time

Part-Time

Test Scores

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

Relevant Experience & Summary of Strengths

Total of _____ in Food Service

Currently with Hospitality Staffing
July 2017 - present

46 lounge in West Orange
March 2014 - Sept 2014

La Rouge Restaurant & lounge in Newark
May 2014 - Aug 2014

no travel
1 hour.

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

Transportation

Car

Public Transit

Carpool (Rider / Driver)

Regions Available to work:

North NJ

South NJ

Central NJ

Somerset

Jersey Shore

Certifications (if any)

TIPS

Serv-Safe

LEAD Other _____

Will Submit

Availability

Open

AM only

PM only

Weekdays only

Weekends only

Details:

Mon - Sun

NO Tues, Fri, Sat PMs

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: