Bridgette McKoy

97 Heller Parkway, Newark, NJ 07104

(c) 862-588-3189 (h) 973-350-0603

mckoy5042@gmail.com

OBJECTIVE: *To obtain a position that will enable me to use my strong organizational skills, communication skills, and cleaning skills to successfully serve at catering events.*

PROFESSIONAL EXPERIENCE

2011 - Present

Always There to Care Home Care Services, Freehold, NJ

Caregiver

- Cook meals and kept kitchen areas clean
- Provide companionship clients need for emotional well being
- Complete errands such as grocery shopping on client's behalf
- Manage client schedules and accompany to doctor visits or other appointments
- Maintain safe, clean, and healthy environments for all clients

2007 - Present

Various Families, Newark, NJ

Babysitter

- Supervise children from ages ten months to seventeen years old
- Ensure children's safety and health by closely monitoring all children
- Create a space conducive to learning and encourage positive interactions

2004 - 2009

Greystone Park Psychiatric Hospital, Morris Plains, NJ

Housekeeper

- Mopped floors in patients' rooms
- Wiped counters in bathrooms
- Wash and dry patients' clothes

1997 - 1998

Horizon Blue Cross Blue Shield, Harrison, NJ

Mail Sorter

- Sort documents and prepare for scanning
- Maintained an effective pace to make sure the job was done fast and effectively
- Faxed papers to customers and placed mail into envelopes

1996 - 1997

Tiffany & Company, Parsippany, NJ

Material Handler

- Completed order assignments by sorting jewelry
- Packed jewelry into boxes by filling voids and arranging items to fit appropriately based on size, weight, and dimensions

1995	**United States Postal Service, Whippany, NJ**
	Mail Sorter

- Sorted mail by city, county, and zip code
- Operated machinery to submit mail to various departments

1984 - 1987	**Cap'n Willis Seafood Restaurant, Clinton, NC**
	Waitress

- Wrote customers orders on notepad and gave recommendations
- Greeted customers and served their orders

PROFESSIONAL SUMMARY

18+ years of customer service experience working directly with clients from diverse socioeconomic, cultural, and ethnic backgrounds through caregiving, babysitting, and waitressing. Easily instill trust and confidence in clients in caregiving, and handled private client data with 100% confidentiality and integrity working at the post office. Great cleaning skills working as a caregiver, housekeeper, and babysitter.

EDUCATION

1980 - 1984	**Union High School, Clinton, NC**

- High School Diploma

1991 - 1992	**Barclay Career School, East Orange, NJ**

- Word Processing Certificate

COMMUNITY SERVICE

Feeding the homeless
Fundraising for breast cancer
Mentoring at local school trips

Submission Date

12-16-2017 11:25:14

First Name

Bridgette

Last Name

McKoy

E-mail Address

mckoy5042@gmail.com

Phone

8625883189

Address

97 Heller Parkway

Unit or Number

3

City, State

Newark, NJ

Zip Code

07104

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

- New Jersey

Which position(s) are you applying for?

- Server

Are you applying for:

- Full-Time
- Part-Time

When can you start?

Monday, December 18, 2017

Can you work overtime?

Yes

How did you hear about us?

- Referral

If you were referred, please tell us by whom:

Tiffany Barron

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

- Monday AM
- Monday PM

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

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:

Tiffany Barron

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

Union High School

City & State

Clinton, NC

Grade/Degree

High School Diploma

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")

No

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")

No

Are you currently employed?

Yes

Can we contact your current employer?

Yes

Name and Address of Employer

Always There to Care Home Care Services

Type of Business

Home Care Services

Phone Number

7329956525

Your Position & Duties

Cook meals and kept kitchen areas clean
Provide companionship clients need for emotional well being
Complete errands such as grocery shopping on client's behalf

Date of Employment (from/to):

2011 to present

Reason for Leaving

N/A

Still Employed:

Yes

Have you obtained any special skills or abilities as the result of service in the military? If yes, please explain:

No

First Name

Lafina

Last Name

Milner

E-mail Address

lafinamilner@yahoo.com

Phone

2016181621

Relationship:

Coworker

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):

Bridgette McKoy

Date:

Monday, December 18, 2017

Please Attach Resume Below

Bridgette McKoy - Resume.pdf

Interview Note Sheet

Applicant Information

Name: Bridgette	Interviewer: Jo Paik
Date: 12/19/17	Rate of Pay: $12
Position (s) Applied for: Server	Referred by: Tiffany Barron

Seeking:
- Full-Time
- Part-Time

Test Scores

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

Relevant Experience & Summary of Strengths

Total of _____ in Food Service

Caregiver for Private Homes
    Freehold, NJ 2011-present
Baby Sitter - Newark

Greystone Park Psych Hospital
    Morris Plains, NJ
    2004-2009 Housekeeper

*max travel up to
35 miles

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

Transportation

(Car)   Public Transit   Carpool (Rider / Driver)

Regions Available to work:

North NJ   South NJ   (Central NJ) Newark   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: