

# Alexus Danielle McKoy

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*First Year Psychology student at Morgan State University with three months work experience as a Program Assistant at the Abbott Leadership Institute. As a Psychology major, I will know how to properly approach customers. With my great communication skills, I will exceed in customer service and ensure customer satisfaction.*

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## EDUCATION

Fall 2017 - Present

**Morgan State University, Baltimore, Maryland**

- Psychology B.S.
- Honors College - Jenkins Scholar
- Expected Graduation Date: May 2021

Fall 2013 - Spring 2017

**University High School of the Humanities, Newark, NJ**

- Class Rank: 3/99 GPA: 4.093

## WORK EXPERIENCE

Summer 2017

**Abbott Leadership Institute, Newark, NJ**

*Program Assistant*

- Created PowerPoints to teach students the importance of education equality
- Planned trips to colleges to help seniors in college application process
- Mentored students in creating videos about education advocacy

Fall 2015 - Summer 2016

**Applebees, Newark, NJ**

*Server*

- Served food and beverages to customers
- Assisted host or hostess by answering questions, greeting, seating, and thanking customers
- Performed small food preparation such as brewing coffee for customers

## EXTRA-CURRICULAR ACTIVITIES

Fall 2015 - Spring 2017

**Youth Media Symposium/Abbott Leadership Inst., Newark, NJ**

*Student Advocate*

- Filmed videos exposing injustices in urban school systems
- Scheduled meetings with Superintendent of Newark Public Schools to discuss changes in the public school system

Spring 2012 - Spring 2017

**National Honor Society, Newark, NJ**

*Member*

- Demonstrated scholarship, leadership, character and service
- Tutored students in my grade level and below
- Promoted program through community involvement

## ACHIEVEMENTS

Fall 2017

### Youth Media Symposium/Abbott Leadership Institute

“Best Youth Feature Film” for “Eye of the Beholder”- 2017 Newark International Film Festival

Summer 2016

Best Director of “Eye of the Beholder”

### National Honor Society

Fall 2016 - Spring 2017

President of the National Honor Society

Winter 2016 - Summer 2016

Vice President of the National Honor Society

Fall 2015 - Winter 2016 Secretary of the National Honor Society

## VOLUNTEER EXPERIENCE

Fall 2017 - Spring 2017

### **New Jersey Regional Day School, Newark, NJ**

- Assisted special needs students with completing classwork
- Facilitated field trips with special needs students

Spring 2016

### **Alpha Kappa Alpha Sorority Incorporated, Newark, NJ**

- Planted trees in “Nat Turner Park” in Newark, NJ
- Picked up trash from the “Nat Turner Park” in Newark, NJ

Winter 2013 - Spring 2014

### **Jersey Urban Debate League Middle Grades, Newark, NJ**

- Empowered beginning Debaters
- Judged Middle School Tournaments

## ADDITIONAL SKILLS

- Highly skilled leader with skills in delegating tasks, team building, and creating positive customer experiences
- Proficiency in Microsoft Office

**Submission Date**

12-18-2017 09:40:04

**First Name**

Alexus

**Last Name**

McKoy

**E-mail Address**

mckoyalexus@gmail.com

**Phone**

2016738248

**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

**When can you start?**

Tuesday, December 19, 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

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

College - Spring Semester

**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**

University High School

**City & State**

Newark, NJ

**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")**

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")**

No

**Special:**

Microsoft Office

**Are you currently employed?**

No

**Can we contact your current employer?**

No

**Name and Address of Employer**

Abbott Leadership Institute  
110 Warren Street Newark, NJ

**Type of Business**

Summer Program for High School Students

**Phone Number**

9735176581

**Your Position & Duties**

Program Assistant  
Created PowerPoints to teach students the importance of education equality  
Planned trips to colleges to help seniors in college application process  
Mentored students in creating videos about education advocacy

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

June 2017 - August 2017

**Reason for Leaving**

Left for college

**Still Employed:**

No

**Name and Address of Employer**

Applebee's  
383 Springfield Avenue Newark, NJ

**Type of Business**

Restaurant

**Your Position & Duties**

Server  
Served food and beverages to customers  
Assisted host or hostess by answering questions, greeting, seating, and thanking customers  
Performed small food preparation such as brewing coffee for customers

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

September 2015 - August 2016

**Reason for Leaving**

Put in 2 weeks notice due to time conflict with school duties

**Still Employed:**

No

**Have you ever been fired from a previous place of employment? If yes, please explain:**

No

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

No

**First Name**

Kaleena

**Last Name**

Berryman

**E-mail Address**

kaleenab@newark.rutgers.edu

**Phone**

973-517-6581

**Relationship:**

Former Employer

**Years Acquainted:**

3

**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):**

Alexus McKoy

**Date:**

Monday, December 18, 2017

# Interview Note Sheet

## Applicant Information

Name: <u>ALEXUS McKey</u>	Interviewer: <u>Jo Park</u>
Date: <u>12/19/17</u>	Rate of Pay: <u>\$12</u>
Position (s) Applied for: <u>Server</u>	Referred by: <u>Tiffany Barron</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

Currently a student @ Morgan State Total of \_\_\_\_\_ in Food Service

in Maryland.

Going back Jan 20<sup>th</sup>

Applebee's - Newark

SERVER  
2015 - 2016

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: \_\_\_\_\_

Subject to change when she goes back to school.

## 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: \_\_\_\_\_

Other Languages Spoken: \_\_\_\_\_

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?