

EXPERIENCE

MANDY RAY

STUDENT

OBJECTIVE

To take my education as far as possible, maintain employment, and love life.

SKILLS & ABILITIES

Over 15 years of people oriented experience, including restaurants, customer service, promotional and marketing, catering, and concessions.

Combined with a naturally strong work ethic, these experiences have helped to develop superior customer service skills and the ability to adapt and quickly problem solve.

BRAND AMBASSADOR - INDEPENDENT CONTRACTOR

HOUSTON AND SURROUNDING AREAS

03/2014 – PRESENT

In a variety of venues – conventions, marketing campaigns, events, etc. represent a company in a number of ways to include welcoming guests and customers, passing out promotional material, educate consumers on products, setup and perform demonstrations, collect audience demographics, and any other assignment specifications.

MAMAS CAFÉ – SERVER, TRAINER, AND HEADWAIT

SAN ANTONIO, TEXAS

11/2012 – 1/2014

Serve guests in a fast, friendly, informed manner. Train new employees on standards and expectations, administer menu tests, coach and correct on any problem areas. As headwait, assign sections to servers, monitor sidework, and ensure opening, ongoing, and closing duties are fulfilled.

EDUCATION

LEE COLLEGE, BAYTOWN, DAAC

Currently pursuing a degree in drug and alcohol abuse counseling. 4.0 GPA

LEADERSHIP

Student representative for the DAAC program at Lee College.
Honors representative for academic conferences for Lee College.
History of being made team lead and assistant.

REFERENCES

Samantha Schindler, S & S Concessions, 210 430 8630

Howard Bushart, Lee College, 281-425-6308

T 936-367-8108

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Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Mandy Ray
Email: workinonthenew@gmail.com
Phone number: 936 367 8108

Working Experience:

Company Name: Independent Contractor
Dates of Employment: 2014 - present
Job Responsibility:

- - catering staff
- - brand ambassador
- - writer / researcher

Company Name: Mamas Cafe
Dates of Employment: 11/12 - 1/14
Job Responsibility:

- - server
- - trainer
- - headwait

Company Name: S & S Concessions
Dates of Employment: 2008 - 2014
Job Responsibility:

- - concession stand attendant
- - assistant manager
-
-

Skills

- - TABC certified
- - food handlers certificate
- - 15 yrs exp

Employment Application

Acrobat Outsourcing is an equal opportunity employer dedicated to non-discrimination in all employment practices. Acrobat Outsourcing selects the best qualified individual for the job based on job-related qualifications regardless of race, age (40+), color, religion, gender, national origin, ancestry, marital status, sexual orientation, disability or any other status protected by applicable law.

PLEASE PRINT

Full Name Mandy Ray Date: 12-20-17
 Home Telephone (936) 367-8108 Other Telephone () _____
 Present Address 71 CR 6481 Dayton, TX 77535
 Permanent Address, if different from present address: _____
 Email Address workinonthenew@gmail.com

EMPLOYMENT DESIRED

Position applying for: any Salary desired: 12-15.00 hr
 Are you currently registered with any staffing and/or employment agencies? If so, please list _____

Are you applying for: Full-time work? Yes ☒ No ☐ Part-time work? Yes ☐ No ☐
 Temporary work, e.g., summer or holiday work? Yes ☒ No ☐ From: _____ To: _____
 How did you find out about our open position? (Please check fill in proper name of source):
 Referral ☐ Name of Referral _____ Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☐
 Other Web Posting ☒ Other Source ☐
 Could you work overtime, if necessary? Yes ☐ No ☒ If hired, on what date could you start working? _____

Please keep in mind that schedules and shifts may vary depending on position and season. Additionally, the hours may vary from week to week, depending on the company needs. Please list only the times/days you're available to work below.

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	<u>any</u>	<u>\</u>	<u>\</u>	<u>\</u>	<u>\</u>	<u>any</u>	<u>any</u>
PM	<u>any</u>	<u>4pm-10pm</u>	<u>4p-10p</u>	<u>4p-10p</u>	<u>4p-10p</u>	<u>any</u>	<u>any</u>

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: _____

PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes ☐ No ☒ If yes, when? _____

Do you have friends or relatives working for Acrobat Outsourcing? Yes ☐ No ☒ If yes, please state name and relationship _____

If hired, would you have a reliable means of transportation to and from work? Yes ☒ No ☐

If hired, can you present evidence of your legal right to live and work in this country? Yes ☒ No ☐

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

Are you able to perform the essential functions of the job for which you are applying? Yes ☒ No ☐

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.) _____

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
GED	SA, TX	GED	yes
Academy of Art Lee	Baytown, TX	AAS/DAAC	yes
Do you have any special licenses, certificates or special training? If so please list under "Special."		YES	NO
Are you computer literate? If so, list software knowledge under "Special."		YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	NO
Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited for work at Acrobat Outsourcing? If so, please list under "Special."		YES	NO
Special: TABC, Food handlers, MS office & Internet			

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for unemployment periods of three months or more.

Are you currently employed? Yes ☒ No ☐ If so, may we contact your current employer? Yes ☐ No ☐

Name and Address of Employer Independent Contractor

Type of Business _____ Telephone No. (936) 367 8108 Supervisor's Name self

Your Position and Duties brand ambassador, catering waitstaff, event staff

Dates of Employment: From 4/14 To present Weekly Pay: Starting varies Ending _____

Reason for Leaving: still employed

Name and Address of Employer Mamas Cafe San Antonio, TX

Type of Business Restaurant Telephone No. (210) 825 0860 Supervisor's Name Al Hernandez

Your Position and Duties server, headwaiter, trainer,

Dates of Employment: From 11/12 To 1/14 Weekly Pay: Starting tips Ending _____

Reason for Leaving: moved to Dayton

Name and Address of Employer St S Concessions San Antonio, TX

Type of Business concessions Telephone No. (210) 430 8430 Supervisor's Name Sam Schindler

Your Position and Duties concession stand attendant, assistant manager

Dates of Employment: From 2008 To 2014 Weekly Pay: Starting 10 hr Ending 12 hr

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Your Hospitality Staffing Professionals

Reason for Leaving: moved to Dayton

Name and Address of Employer _____

Type of Business _____

Telephone No. (____) _____

Supervisor's Name _____

Your Position and Duties _____

Dates of Employment: From _____ To _____

Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Have you ever been fired from any previous place of employment? If so, please explain: no

MILITARY SERVICE

2/9

Have you obtained any special skills or abilities as the result of service in the military?

Yes ☐ No ☒

If so, describe: _____

JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Sam Schindler

Telephone No. (219) 430 8630

Address _____

Occupation: _____

Relationship: _____

Number of Years Acquainted: _____

Name: Denise Hernandez

Telephone No. (281) 433 8653

Address _____

Occupation: _____

Relationship: _____

Number of Years Acquainted: _____

Name: Charlotte Oliphant

Telephone No. (832) 250 0100

Address _____

Occupation: _____

Relationship: _____

Number of Years Acquainted: _____

Please Read Carefully, Initial Each Paragraph and Sign Below

MR

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.

MR

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.

MR

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.

MR

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.

MR

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.

I hereby acknowledge that I have read and understand the above statements.

Applicant's Signature

MR

Date

12-20-17

Cashier Test

Score / 15

B

- 1) A roll of quarters is worth?
a) \$5.00
b) \$10.00
c) \$15.00
d) \$20.00

A

- 2) A roll of dimes is worth?
a) \$5.00
b) \$4.00
c) \$3.00
d) \$2.00

D

- 3) A roll of nickels is worth?
a) \$8.00
b) \$6.00
c) \$4.00
d) \$2.00

C

- 4) A roll of pennies is worth?
a) \$1.00
b) \$0.75
c) \$0.50
d) \$0.25

C

- 5) What does POS stand for?
a) Patience over standards
b) Percentage of sales
c) Point of sales
d) People over service

8.25

8.25

- 6) What is the current sales tax rate in your city _____?

C

- 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?
a) \$4.06
b) \$2.06
c) \$7.06
d) \$5.06

B

- 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?
a) \$19.50
b) \$14.50
c) \$9.50
d) \$4.50

D

- 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?
a) \$6.00
b) \$8.00
c) \$10.00
d) \$12.00

A

- 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?
a) \$78.50
b) \$58.50
c) \$38.50
d) \$28.50

Cashier Test

Score / 15

A 11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

C 12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases?

21

14) What are the acceptable forms of ID for alcohol purchases?

ID, PASSPORT, MILITARY ID,

15) How many \$20 bills are in a bank band?

100?

DRIVERS
LICENSES

Interview Note Sheet

Applicant Information

Name: <u>Mandy M. Ray</u>	Interviewer: <u>Henry 29</u>
Date:	Rate of Pay:
Position (s) Applied for: <u>Cashier, food runner.</u>	Referred by:

Test Scores

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

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Front of the house experience! - 15yrs.

Total of 15 in Food Service/Hospitality

- Always on time

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

Transportation

Car

Public Transit

Carpool (Rider / Driver)

Regions Available to work:

SF City

SF North

SF Peninsula

East Bay

Outer East Bay

San Jose

South San Jose

SJ Peninsula

Dayton, TX

Certifications (if any)

TIPS

Serv-Safe

LEAD

Other TABC/FHC

Will Submit

Availability

Open

AM only

PM only

Weekdays only

Weekends only

Details: Wednesday, Thursday, Friday, Sat, Sun

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: