

CARLA SUGARMAN

2021 Spenwick Dr #216
Houston, TX 77055
Cell 713.447.4461
Tel/fax: 832.649.4904
Email: carla@sugarmancpa.com

HOSPITALITY RESUME

JOB OBJECTIVE

To earn cash outside my tax season

SUMMARY OF QUALIFICATIONS

- ◆ TABC Certification
- ◆ Knowledge of fine food and wine
- ◆ Work well in a high stress atmosphere
- ◆ Highly developed interpersonal skills
- ◆ Proficient in Spanish

EMPLOYMENT

Banquet Bartender/Server – 2005 to 2014

Westin Hotel and Washington State Convention Center, Seattle, WA

- ◆ Serving beverages to guests, setting up and breaking down of banquet bars
- ◆ Stocked wine, spirits, paper products and glasses according to daily function sheet
- ◆ Maintains, stocks, cuts and stores fresh fruit and vegetable garnishes
- ◆ Set up , served and broke down and cleaned up for banquet functions

Carla Sugarman, Tax Accountant 1986 to 2017

- ◆ Prepared individual and business income tax returns. Provided general accounting services.

EDUCATION

Boston University, School of Management, Boston, MA

- ◆ B.S. in Business Administration

Texas TABC Certification

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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 CARLA SUGARMAN Date: 12/24/2017
Home Telephone (713) 447-4461 Other Telephone (713) 447-4461
Present Address 2021 Spinnwick Dr #216 Houston, TX 77055
Permanent Address, if different from present address: _____
Email Address Carla @ Sugarmankr.com

EMPLOYMENT DESIRED

Position applying for: Cashier Bartender Salary desired: \$15/hr

Are you currently registered with any staffing and/or employment agencies? If so, please list

No

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: open To: _____

How did you find out about our open position? (Please check fill in proper name of source):

Referral ☐ Name of Referral Craigslist.com 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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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) _____

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EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
James Madison HS	Brooklyn, NY	Academic	Yes
Boston University	Boston, MA	BS in BA	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:			

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 Westin Hotel + Washington State Convention Center

Type of Business hospitality Telephone No. () Supervisor's Name

Your Position and Duties Banquet bartender

Dates of Employment: From 2005 To 2014 Weekly Pay: Starting 17.00 charges Ending

Reason for Leaving moved to Houston

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

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

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Reason for Leaving: still there

Name and Address of Employer _____

Type of Business tax preparation Telephone No. (713) 447-4441 Supervisor's Name N/A self-employed

Your Position and Duties tax preparation

Dates of Employment: From 1986 To present Weekly Pay: Starting for hours Ending _____

Reason for Leaving: N/A

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

MILITARY SERVICE

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: Heidi Nelson Telephone No. (____) _____

Address Western Hotel

Occupation: Manager Relationship: _____ Number of Years Acquainted: 8

Name: _____ Telephone No. (____) _____

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

Name: _____ Telephone No. (____) _____

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____



Please Read Carefully, Initial Each Paragraph and Sign Below

- _____ 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.
- _____ 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.
- _____ 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 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 _____ **Date** _____

Interview Note Sheet

Applicant Information	
Name: <u>Carla L. Sugarman</u>	Interviewer: <u>Cathy 28</u>
Date: <u>12/21/17</u>	Rate of Pay:
Position (s) Applied for: <u>server/runner/bartender</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

Banquet server > 5 yrs Total of 10 in Food Service/Hospitality
 Bartender
 Reliable / professional person

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

Transportation		
<u>Car</u>	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	<u>nor thwest houston</u>	

Certifications (if any)				
TIPS	Serv-Safe	LEAD	Other <u>will take new TIPS</u>	Will Submit

Availability				
<u>Open</u>	AM only	PM only	Weekdays only	Weekends only

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:
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