

# Tokus Ogunbiyi

4027 Marchant Rd.  
Houston, Texas 77047  
(713)734-3146 (Home)  
tokusogunbiyi@gmail.com

## SUMMARY

Energetic, enthusiastic, and dependable Salesman, with over 7 years of sales experience. Seeks an opportunity with an employer that will appreciate a fast learner and team-player. This individual holds the ability to communicate with people of all educational, socio-economical and ethnic backgrounds, while representing a company with professionalism and confidence. Candidate looks forward to grow with company and contribute to exceptional customer service

## PROFESSIONAL EXPERIENCE

### Sales/ Customer Service

- ❖ Possess highly effective communication skills
- ❖ Obtain a very amicable personality and demeanor
- ❖ Introduce the sale of new or additional products/services
- ❖ Experienced in conducting inventory and place an emphasis on finding misplaced items
- ❖ Held position of 'Retail Guru' at 'Joes Crab Shack' and increased sales by at least 50%
- ❖ Represent the company with confidence and superior customer service

## EMPLOYMENT HISTORY

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<b>Sales Representative, ADT Home Security – Houston, Texas</b>	<b>Current</b>
<b>Retail Guru, Joes Crab Shack – Houston, Texas</b>	<b>01/2011 - 10/2011</b>
<b>Sales Representative, Just Energy – Houston, Texas</b>	<b>02/2010 – 12/2010</b>
<b>Sales Representative, Houston Chronicle – Houston, Texas</b>	<b>04/2009 – 01/2010</b>

## EDUCATION

**Major: Business, Houston Community College – Houston, Texas**  
**Diploma: Evan E. Worthing High School – Houston, Texas**

## 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 TOKUS Ogunbiyi Date: 1-30-2018  
 Home Telephone (832) 732 3255 ← Other Telephone ( ) \_\_\_\_\_  
 Present Address 11803 S. Marianne Cir.  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address tokusogunbiyi@gmail.com

### EMPLOYMENT DESIRED

Position applying for: ANY Salary desired: Open

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	open						→
PM	open						→

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 ☐

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

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

Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

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 \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Have you ever been fired from any previous place of employment? If so, please explain: \_\_\_\_\_

## 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: Reliant Energy Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name: Marriott Hotel Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name: Joels Crab Shack Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name Tokus Ogunbiyi  
Score / 35

**Servers Test**

**Multiple Choice**

- D 1) Food is served on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- B 2) Drinks are served on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- C 3) Food and drinks are removed on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- A 4) What part of a glass should you handle at all times?  
a) The stem  
b) The widest part of the glass  
c) The top
- A 5) When you are setting a dining room how should you set up your tablecloths?  
a) Neatly and evenly across the tables  
b) The creases should all be going in the same directions  
c) The chairs should be centered and gently touching the table cloth  
d) All of the above
- A 6) If you bring the wrong entrée to a guest what should you do?  
a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn  
b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served  
c) Try to convince the guests to eat what you brought them  
d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

**Match the Correct Vocabulary**

A Scullery

B Queen Mary

E Chaffing Dish

B French Passing

G Russian Service

F Corkscrew

C Tray Jack

A. Metal buffet device used to keep food warm by heating it over warmed water

~~B.~~ Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)

~~C.~~ Used to hold a large tray on the dining floor

D. Area for dirty dishware and glasses

~~E.~~ Large metal shelving unit for prepared food to be held or for dirty trays to be stored

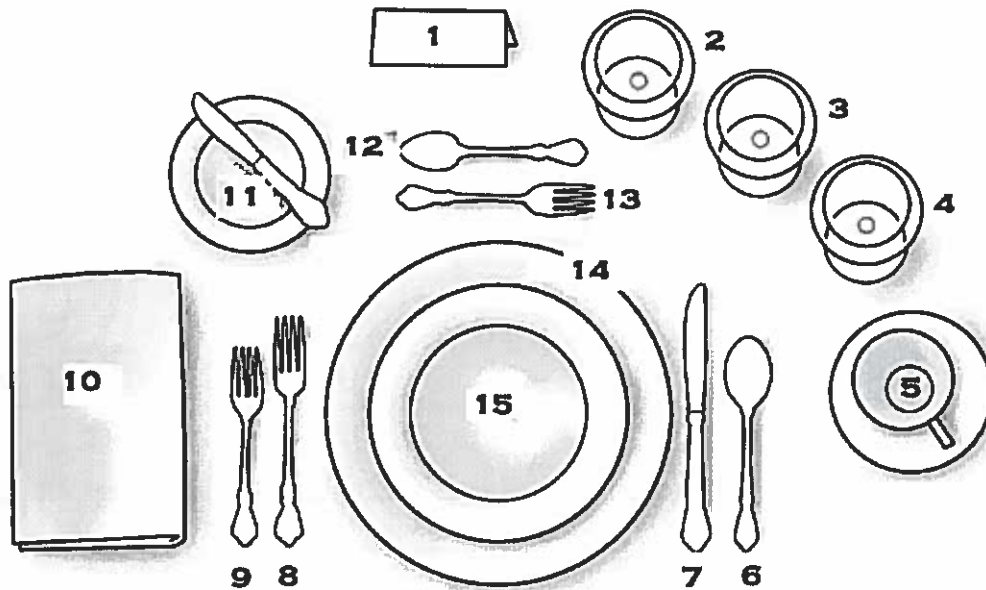
~~F.~~ Used to open bottles of wine

~~G.~~ Style of dining in which the courses come out one at a time

Name To Kus Ogunbiyi

**Servers Test**

Score / 35



**Match the Number to the Correct Vocabulary**

- |             |                       |             |                              |
|-------------|-----------------------|-------------|------------------------------|
| <u>10</u> ✓ | Napkin                | <u>8</u> ✓  | Dinner Fork                  |
| <u>11</u> ✓ | Bread Plate and Knife | <u>5</u> ✓  | Tea or Coffee Cup and Saucer |
| <u>1</u> ✓  | Name Place Card       | <u>7</u> ✓  | Dinner Knife                 |
| <u>6</u> ✗  | Teaspoon              | <u>2</u> ✓  | Wine Glass (Red)             |
| <u>13</u> ✓ | Dessert Fork          | <u>9</u> ✓  | Salad Fork                   |
| <u>12</u> ✗ | Soup Spoon            | <u>14</u> ✗ | Service Plate                |
| <u>15</u> ✓ | Salad Plate           | <u>3</u> ✓  | Wine Glass (White)           |
| <u>4</u> ✓  | Water Glass           |             |                              |

**Fill in the Blank**

- The utensils are placed 12 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Sugar, Cream, etc
- Synchronized service is when: ?
- What is generally indicated on the name placard other than the name? Calories reserved
- The Protein on a plate is typically served at what hour on the clock? 6:30 pm
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Inform the chef



## Interview Note Sheet

Applicant Information	
Name: <u>TOKUS Ogunbiyi</u>	Interviewer: <u>Cellinyag</u>
Date: <u>1/30/18</u>	Rate of Pay:
Position (s) Applied for:	Referred by:

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

Seeking:
<u>Full-Time</u>
Part-Time

Relevant Experience & Summary of Strengths	
<u>8 yrs of experience</u> <u>bartender</u> <u>banquet server</u> <u>host</u> <u>Burpy driver</u> <u>dishwashing</u>	<u>Total of 8 yrs in Food Service/Hospitality</u> <u>- experience in field.</u>

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>northside</u>	

Certifications (if any)				
TIPS	Serv-Safe	LEAD	Other <u>TABF expired</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	Convention Candidate?	Other Languages Spoken:
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