

SHARNESE L. RYLANDER
20902 Foxwood Glen Lane
Humble, TX 77338
404-207-4784
Sharnese03@hotmail.com

Software Skills: SaaS Transport Systems MS Office Suite, QuickBooks, Great Plains, Outlook, SharePoint, Oracle, Proposify, Box, CZ, Norad, Siterra, and Domo

EXPERIENCE

Connectivity Wireless Solutions <u>Proposal Generation Manager</u>	Duluth, GA	4/2016-8/2017
<ul style="list-style-type: none">Interface with internal groups to include Design Engineers, Performance Engineers, Construction Managers, Project Managers, Technicians, Sourcing/Procurement, Telecom Finance, and external consultants to assist in DAS RFP contract negotiations and renewalsCalculate labor, material, travel, and heavy equipment cost for accurate budgetingUpload all contracts, floorplans, designs, and material cost for closeout preparationPrepare and issue subcontractor agreements for legal team to review and processFinancial and schedule responsibility for successful management and achievement of the budget and schedule expectations. <p>Preparation of project budget, project scope, ROI analysis, project justification, schedule, etc.</p> <ul style="list-style-type: none">Manage subcontractors during the installation, deinstallation, upgrades, and new builds during construction process		
Haso USA, Inc. (Contract) <u>Project Assistant</u>	Norcross, GA	11/2015-4/2016
<ul style="list-style-type: none">Assist with new construction of a production facility in Jonesboro, AR and Norcross, GAHandle purchasing, invoicing, material tracking and update China team to track all costSupports Senior Executives in HR, Accounting, and Marketing for new/existing productsManage office for day to day operations		
Blue Square Commercial Construction (Temporary) Woodstock, GA <u>Construction Assistant</u>		4/2015-10/2015
<ul style="list-style-type: none">Assist construction team with budget review, schedules, inventory and progress meetingsPrepare bid packages, create presentations, assist with permit acquisition, and assist designersAnswer incoming calls, manage office supplies, create outgoing correspondence, and process purchase orders		
American Tower Corporation <u>Construction Manager</u>	Atlanta, GA	2012-2014
<ul style="list-style-type: none">Overseen the installation of new antennas and colo work for 79 SiriusXM Radio merged sitesManaged over 200 Built To Suit sites for AT&T utilizing external vendors for steel, engineering, and geotechnical design while meeting deployment deadlines within budgetSpent 65% of time in the field meeting customers, managing contractors, and participating in site walks, design overview discussions regarding construction time frame, quality expectations, committing to delivering projects as scheduledPlanned logistics of material for construction projects, review rates for approval, and resolve any issuesManage inbound or outbound logistics operations, review transportation and warehouse activities to ensure logistics quality management and time commitments are being met		

Goodman Networks	Alpharetta, GA	2009-2012
<u>Project Coordinator</u>		
<ul style="list-style-type: none"> ▪ Responsible for UMTS and LTE project closeouts in Norad (AT&T System) averaging 1 million per week in revenue ▪ Manage day to day Logistics for Project Managers to advise/update clients and contractors regarding rescheduled deliveries ▪ Provides regular management reports for Senior Management to review daily revenue ▪ Identify action item owners & follow up on task completion utilizing CASPR and Oracle ▪ Handles daily collaboration with customer planners/engineers, project managers, line engineers, Installation and Integration teams 		
PAETEC Communications	Atlanta, GA	2007-2009
<u>Office Manager/Executive Assistant</u>		
<ul style="list-style-type: none"> ▪ Process orders sold by Account Executives and Account Managers ▪ Assist Service Engineers with order quality ▪ Maintain orderly office by overseeing ordering of office supplies, maintenance, order processing, invoice processing, order assistance and training new hires ▪ Utilize Powertools, Conquest, Revchain, and Microsoft Office to perform daily responsibilities ▪ Assistant to Regional VP, Sales Director, and Operations Manager 		
Dan River, Inc/TRC	Roswell, GA	2004-2007
<u>Executive Assistant/Office Manager</u>		
Assistant to President of Home Fashions, Sales and Marketing		
<ul style="list-style-type: none"> ▪ Assist EVP with daily operations of marketing, print ads and his daily functions ▪ Handle ordering of supplies and computers, etc. for office and new employees ▪ Code and process invoices, check request, and expenses ▪ Schedule travel, meetings, and conference calls ▪ Ensure neat, operational, and orderly office facilities for current and new employees ▪ Arranged, coordinated, overseen company move to new location 		
MACTEC Engineering and Consulting Inc.	Alpharetta, GA	2002-2004
<u>Executive Assistant, Finance</u>		
Assistant to Chief Financial Officer, Operations Controller, and Director of Internal Audit		
<ul style="list-style-type: none"> ▪ Performed credit inquires on potential clients using Dun & Bradstreet ▪ Maintained a daily cash balance spreadsheet downloading data from BOA Direct, and Key Bank ▪ Prepared check request for controller's signature ▪ Distributed balance sheet and cash flow statements as requested ▪ Assisted internal/external auditors with requested documents for annual review ▪ Assist AP/AR as needed using Oracle 11i for all internal accounting and projects ▪ Screened all calls and incoming correspondence for Executive staff 		
PMA Reinsurance Corporation	Philadelphia, PA	2001-2002
<u>Executive Administrative Assistant</u>		
Assistant to CIO		
<ul style="list-style-type: none"> ▪ Handled travel arrangements ▪ Maintained calendar and scheduled meetings ▪ Answered all incoming calls, worked with vendors and order/receive office supplies ▪ Downloaded A.M. Best report to post on company's website ▪ Assisted the help desk, approved, processed, and paid all invoices for IT department ▪ Ordered equipment for new executives such as Blackberrys, mobile phones, and calling cards ▪ Responsible for tracking monthly internet and phone usage reports 		

E*Trade **Alpharetta, GA** **1999-2001**
Executive Administrative Assistant
Assistant to Chief Technology Officer (CTO)

- Maintained department files, handled travel arrangements, processed expenses, scheduled conference calls, and coordinated all meetings
- Screened calls and selected clients for interviews
- Arranged tours of data center, monitored stock prices, and scheduled conference calls
- Reviewed, prepared, and scheduled the release of all statements from CTO
- Responsible for proper distribution of business plans, tracking financial statements, reviewing mail, and processing all requests for access cards

United States Armed Forces **Fort Eustis, VA** **1990-1998**
Supply Administrative Specialist
Assistant to Commanding Officer in Charge, providing assistance to him and a unit of 300 soldiers

- Processed daily status reports on personnel, equipment, and weapons
- Scheduled meetings, field exercises, and training classes
- Reviewed confidential reports, and presented soldiers records to commander for promotion board
- Handled pay inquires, vacation requests, and accountability reports
- Supervised personnel conducting common skill training in weapons, physical performance, and chemical decontamination during weekly training and unit deployments

EDUCATION

Saint Leo University **Fort Eustis, VA** **1998**
Bachelor of Arts, Business Administration with a specialization in Management



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 Sharnese L Rylander Date: 2/27/18
Home Telephone (281) 209-0202 Other Telephone (404) 207-4784
Present Address 20902 Foxwood Glen Lane Humble, TX 77338
Permanent Address, if different from present address: _____
Email Address Sharnese.03@hotmail.com

EMPLOYMENT DESIRED

Position applying for: Bartending/Cashier Salary desired: \$11.00

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

Dining Staff

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? ASAP

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	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DAILY							
AM							
PM							

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

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Your Hospitality Staffing Professionals

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.)

Pursuant to any and all Fair Chance Ordinances, we will consider for employment qualified applicants with arrest and conviction records.

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
St. Leo University	Newport News, VA	Bachelors	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:

MS Office Suite, Customer Svc

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 _____

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: _____

Name and Address of Employer _____

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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: Devin Sawyer Telephone No. 919,426-4881

Address _____

Occupation: P M Relationship: Mgr. Number of Years Acquainted: 4

Name: Carol Ott Telephone No. 404,861-0437

Address _____

Occupation: Mgr. Relationship: Mgr Number of Years Acquainted: 3

Name: Irma Robertson Telephone No. 281,300-9722

Address _____

Occupation: Customer Svc Relationship: Mgr. Number of Years Acquainted: 2

Please Read Carefully, Initial Each Paragraph and Sign Below

S
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.

S
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.

S
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.

S
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.

S
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

Sharneese Rylander

Date

2-27-18

Bartenders Test

Score **21** / 35

Multiple Choice (6 points)

A 1) Carbonation _____ the rate of intoxication.
 a) Slows down
 b) Speeds up
 c) Does nothing to

B 2) What are the six most commonly used spirits?
 a) Sweet and Sour, Triple Sec, Grenadine, Midori, Lime Juice and Cranberry Juice
 b) Vodka, Whiskey, Gin, Bourbon, Rum and Tequila
 c) Chardonnay, Cabernet Sauvignon, Champagne, Merlot, Sauvignon Blanc, Zinfandel
 d) Kahlua, Vodka, Frangelico, Gin, Tequila, Spiced Rum

B 3) You can accept an expired ID as long as all other information is correct.
 a) True
 b) False

A 4) If someone has had too much to drink, serving them coffee will help sober them up.
 a) True
 b) False

C 5) What are the acceptable forms of ID for Alcohol Consumption?
 a) State or Government Issued ID Card or Drivers License
 b) Passport or Passport ID Card (as long as it lists the person's date of birth)
 c) School ID or Birth Certificate
 d) A & B
 e) A, B & C

D 6) If there is no shaker tin available to scoop ice for a drink, it is okay to use a glass.
 a) True
 b) False

Vocabulary (9 points)

Match the word to its definition

"Straight Up"

a.) Used to crush fruits and herbs for craft cocktail making

Shaker Tin

b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured

"Neat"

c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice

Muddler

d.) To pour $\frac{1}{2}$ oz of a liquor on top

Strainer

e.) Used to measure the alcohol and mixer for a drink

Jigger

f.) Used to mix cocktails along with a pint glass and ice

Bar Mat

g.) Used on the bar top to gather spills

"Float"

h.) Requesting a separate glass of another drink

"Back"

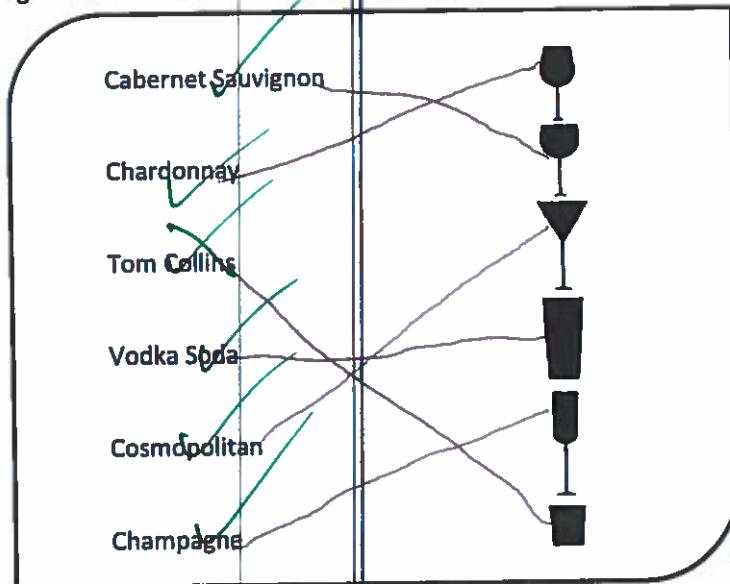
i.) Means to serve spirit room temperature in a rocks glass with no ice

Bartenders Test

Score / 35

Glassware (6 points)

Match the correct glass to the drink



Answer and Question (14 points)

Provide examples of 3 brand name "top shelf" spirits (3 points):

~~Ciroc, Jack Daniels, Kettle One~~

What are the ingredients in a Manhattan?

~~Whiskey, Sweet, Dry Vermouth, Orange Bitters~~

What are the ingredients in a Cosmopolitan?

~~Vodka, V.O.T., Grenadine~~

What are the ingredients in a Long Island Iced Tea?

~~Vodka, Gin, Whiskey, Bitter, Sweet, Sour, Coke~~

What makes a margarita a "Cadillac"?

~~X~~

What is simple syrup?

~~Grenadine~~ ✓

Is it legal to pour liquor from one bottle into another? What is this called? (2 points)

~~✓~~

What should you do if you break a glass in the ice?

~~Throw away glass & ice (all)~~

When is it OK to have an alcoholic beverage while working?

~~Never~~ ✓

What does it mean when a customer orders their cocktail "dirty"?

~~Add olives~~ ✓

What are the ingredients in a Margarita?

~~Tequila, Sugar or Salt, Sweetener, Lime, Lime juice~~

Interview Note Sheet

Applicant Information

Name: Sherriene Rylander
 Date: 2/27/18
 Position (s) Applied for:
Bartender, cashiering

Interviewer: Carrie

Rate of Pay:

Referred by:

Drake

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

Total of 1 in Food Service/Hospitality

Reliable

people person

enjoy bartending and interacting with people

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

Humble North

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:

