

Interview Note Sheet

Applicant Information

Name: <u>Catequa - Thomas - Gillian</u>	Interviewer: <u>Diana Zamora</u>
Date: <u>03/23/18</u>	Rate of Pay: \$ <u>9.25 - \$10.00</u>
Position (s) Applied for: <u>Server, Bartender</u>	Referred by: <u>Workforce Job Fair</u>

Test Scores

				Seeking	
Server	<u>29</u> /35	<u>62</u> %	Bartender	<u>27</u> /35	<u>78</u> %
Prep Cook	<u>/20</u>	<u>%</u>	Barista	<u>/15</u>	<u>%</u>
Grill Cook	<u>/40</u>	<u>%</u>	Cashier	<u>/15</u>	<u>%</u>
Dishwasher	<u>/10</u>	<u>%</u>	Housekeeping	<u>/14</u>	<u>%</u>

Seeking

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

Has a lot of fast food experience.

Worked at Olive garden as a Server and bartender.

Will like to do anything in the Food & Beverage business.

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

Transportation

Car Public Transit Carpool (Rider / Driver)

Regions Available to work

Kansas City, KS Overland Park, Kansas Kansas City, MO Independence, MO

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:

Catequa Thomas-Gullion

437 Cleveland Avenue; Kansas City, KS 66101; (913) 940-3927
Tika_Thomas_Gullion@yahoo.com

Employment Objective:

I am an experienced Client Service, Dental Assistant, and Electronic Sales professional. I specialize in Inside Sales and Customer Service. I am seeking a position where I may use my experience and training to assist a company in serving its customers. I am detail oriented, punctual, enjoy working with people, loyal, and work well under pressure. I enjoy a fast paced environment.

Skills/Abilities:

- Microsoft Suits
- Administrative Skills
- Excellent Communication Skills
- Inside Sales
- Mechanically inclined
- Safety Oriented
- Multitask
- Strong Work Ethics
- Adult/Pediatric First Aid/CPR/AED
- Infusion Soft
- Warehouse and fulfillment
- Customer Service
- Dental Terminology
- Patient Education
- OSHA Certification
- Forklift Certified
- Hazmat Endorsement
- Double and Triple Endorsement

Work/ Experience:

Amazon

Kansas City, KS

8/9/2017-2/11/2018

Non-Inventory Clerk

- Maintained accurate stock records.
- Forklift trained and certified
- Delivered consumables when needed
- Organized back stock
- Trained associates during peak
- Analytical thinking
- Coordinate incoming consumables during shift.

Targeted Metrics

Kansas City, MO

2/1/2016-10/3/2016

Inside Sales Rep

- Performed 250 cold and warm calls a day to sell marketing to small businesses; Answered over 300 customer's questions about service options daily; Earned bonuses the first 5 months of employment
- Trained in Infusion Soft and used this software for over a month to schedule appointments and update client information; Trained around 100 new sales reps on the company's software systems

Olive Garden

Kansas City, Kansas

2010-2015

Server/Host/To-Go Specialist/Bartender

- Worked as bartender serving up to 60 people per shift and generated sales of over \$1500 per shift
- Interacted with up to 50 team members per day, to include associates, cooks, managers
- Personally served up to 25 guests at one time, ensuring complete customer satisfaction 100 percent of the time

Target (Electronic Sales Associate)

Kansas City, Kansas

2012-2013

Radio Shack (Sales Associate)

Kansas City, Kansas

2009-2010

- Assisted up to 100 guests per day with electronic merchandise selection ranging from \$5 to \$3000
- Worked as cashier assisting up to 100 customers per day with responsibilities that included opening and closing the register, balancing the cash drawers and making deposits of up to \$3000 per day

Flint Hills Job Corps

Student Employee (Dental Assistant)

Manhattan, Kansas

2012-2012

- Assisted dentist with all dental procedures for up to 1000 patients per month with responsibilities that included setting up and passing instruments for procedures and educated patients about before and after procedure info
- Sterilized room and instruments before and after usage; Performed up to 10 patient X-rays per day which included preparing and developing film for dentist review.

Education:

Flint Hills Job Corps	Manhattan, Kansas	2012
Dental Assistant Program-Diploma		
Davenport West High School	Davenport, Iowa	2008
High School Diploma		

References Available Upon Request

Bartenders Test

Score / 35

Multiple Choice (6 points)

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

d 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

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

d 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

b 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

i "Straight Up"

F Shaker Tin

C is "Neat"

a Muddler

b Strainer

e Jigger

g Bar Mat

d "Float"

h "Back"

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

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

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

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

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

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

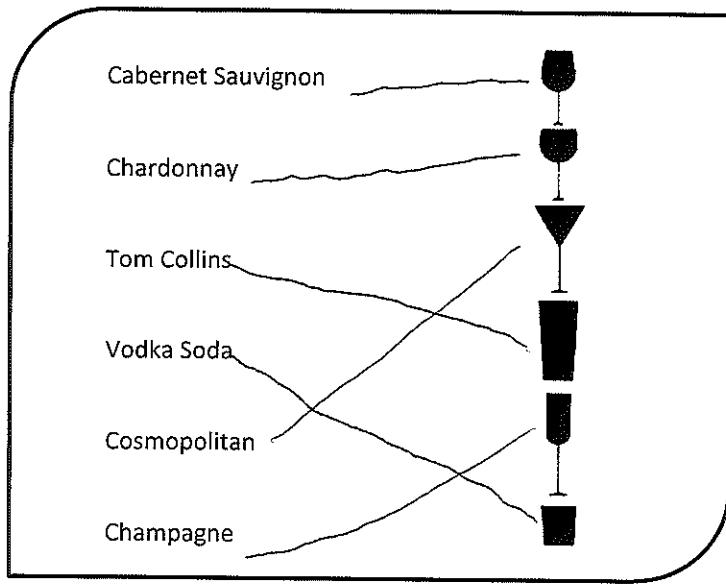
g.) Used on the bar top to gather spills

h.) Requesting a separate glass of another drink

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

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): Gry Goose, Don Julio, Maker's Mark

What are the ingredients in a Manhattan? Bourbon, Martini, Sour

What are the ingredients in a Cosmopolitan? Vodka, cranberry juice, Sour/Triple sec lime juice

What are the ingredients in a Long Island Iced Tea? Triple Sec, vodka, Gin, Tequila, Lemonade, Coke

What makes a margarita a "Cadillac"? _____

What is simple syrup? Sugar

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

Yes.

What should you do if you break a glass in the ice? Put on glass, Place in broken glass bucket

When is it OK to have an alcoholic beverage while working? Never

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

What are the ingredients in a Margarita? Cointreau, Tequila lime juice, salt
Triple Sec

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

d 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

d 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

b 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

d 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

b 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 dinning 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

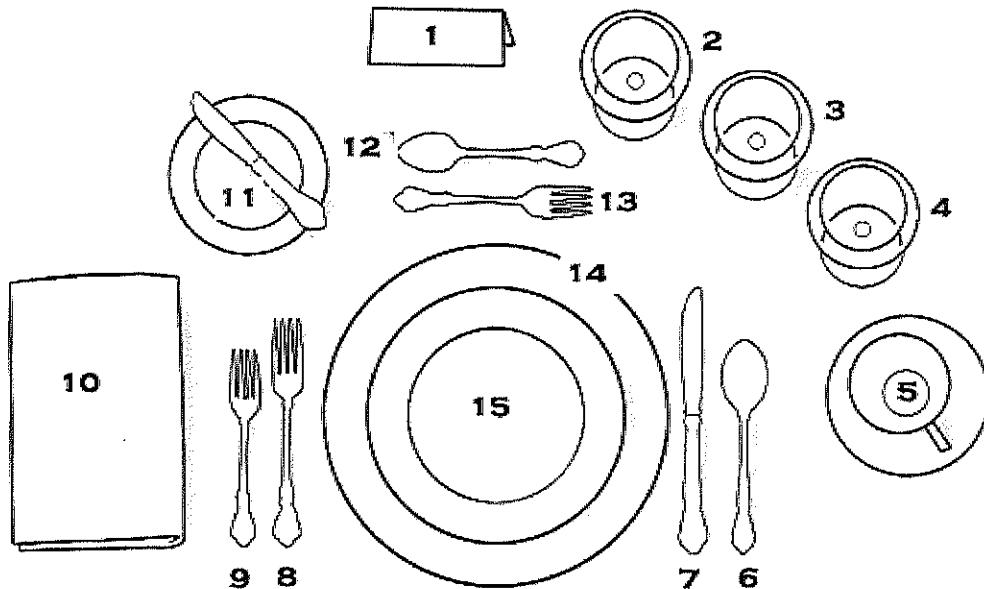
Match the Correct Vocabulary

A Scullery
G Queen Mary
E ~~W~~ Chaffing Dish
D French Passing
B 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 _____
Score / 35

Servers Test



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>12</u>	Teaspoon	<u>3</u>	Wine Glass (Red)
<u>13</u>	Dessert Fork	<u>9</u>	Salad Fork
<u>6</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>4</u>	Wine Glass (White)
<u>2</u>	Water Glass		

Fill in the Blank

1. The utensils are placed _____ inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Sugar and Creamer
3. Synchronized service is when: Everyone's food comes out at the same time.
4. What is generally indicated on the name placard other than the name? Company
5. The Protein on a plate is typically served at what hour on the clock?
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
Notify the kitchen staff



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2018082151534WY

Report Prepared: 03/23/2018

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Thomas-Gullion

First Name: Catequa

Date of Birth: 03/22/1990

Social Security Number: *** * 7125

Hire Date: 03/23/2018

Citizenship Status: A citizen of the United States

Document Information

List B Document: Driver's license or ID card issued by a U.S. state or List C Document: Social Security Card
outlying possession

Document Name: Driver's license

Document State: Kansas

Driver's License or ID Card Number:

Document Expiration Date: 03/22/2023

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 03/23/2018

Case Submitted By: DZAM1545

Closed On: 03/23/2018

Closed By: DZAM1545

Closure Statement: The employee continues to work for the employer after receiving an Employment Authorized result.

SENSITIVE BUT UNCLASSIFIED