

Interview Note Sheet

Applicant Information

Name: <u>Catequa - Thomas - Gullion</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

Server	<u>23/35</u>	<u>62%</u>	Bartender	<u>27/35</u>	<u>78%</u>
Prep Cook	<u>/20</u>	%	Barista	<u>/15</u>	%
Grill Cook	<u>/40</u>	%	Cashier	<u>/15</u>	%
Dishwasher	<u>/10</u>	%	Housekeeping	<u>/14</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 in coming 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

Manhattan, Kansas

2012-2012

Student Employee (Dental Assistant)

- 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

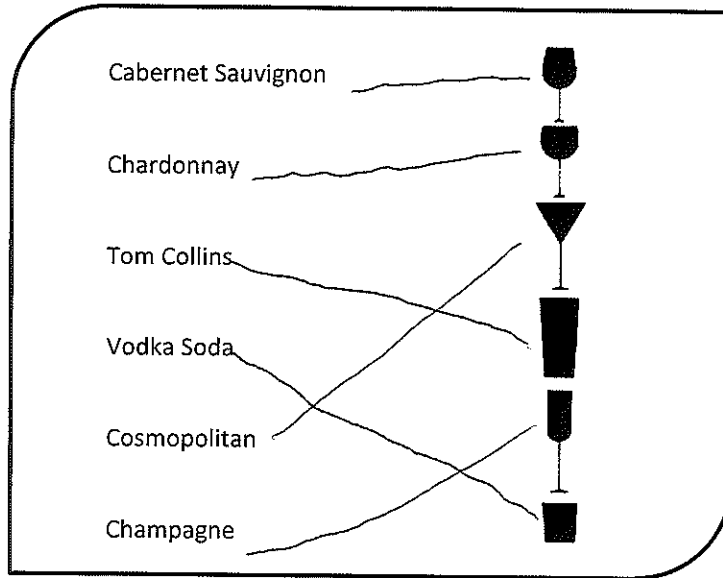
Vocabulary (9 points)

Match the word to its definition

- | | |
|-------------------------------|---|
| <u>i</u> "Straight Up" | a.) Used to crush fruits and herbs for craft cocktail making |
| <u>F</u> Shaker Tin | b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured |
| <u>C</u> is "Neat" | c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice |
| <u>a</u> Muddler | d.) To pour ½ oz of a liquor on top |
| <u>b</u> Strainer | e.) Used to measure the alcohol and mixer for a drink |
| <u>e</u> Jigger | f.) Used to mix cocktails along with a pint glass and ice |
| <u>g</u> Bar Mat | g.) Used on the bar top to gather spills |
| <u>d</u> "Float" | h.) Requesting a separate glass of another drink |
| <u>h</u> "Back" | 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): Guy 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 gloves, 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

Name Cateyua Thomas-Guillon
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
- 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 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

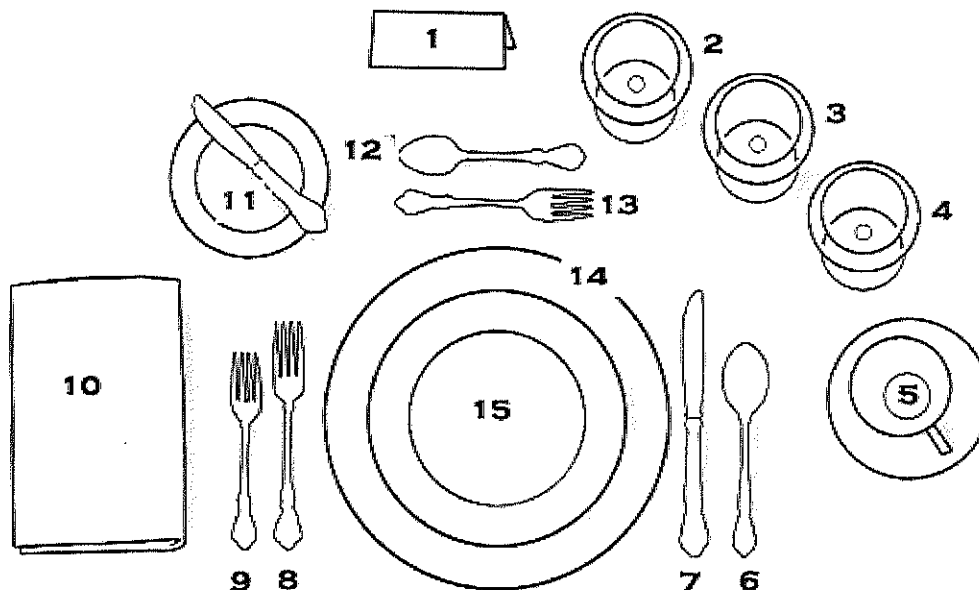
Match the Correct Vocabulary

- | | |
|-------------------------------------|---|
| <u>A</u> Scullery | A. Metal buffet device used to keep food warm by heating it over warmed water |
| <u>G</u> Queen Mary | 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) |
| <u>E</u> B Chaffing Dish | C. Used to hold a large tray on the dining floor |
| <u>D</u> French Passing | D. Area for dirty dishware and glasses |
| <u>B</u> Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | F. Used to open bottles of wine |
| <u>C</u> Tray Jack | G. Style of dining in which the courses come out one at a time |

Name _____

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>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

- The utensils are placed _____ inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Sugar and Creamer
- Synchronized service is when: Same- Everyone's food comes out at the same time.
- What is generally indicated on the name placard other than the name? Company
- The Protein on a plate is typically served at what hour on the clock? _____
- 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 outlying possession

List C Document: Social Security Card

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