

Ammari Koonce

133 Trinity Ave
Atlanta, Georgia 30303
(404) 808-2197

OBJECTIVE: To lend assistance, insight, and my expertise in the hospitality field; providing customer service while enhancing guest experiences and performing daily tasks.

SUMMARY OF QUALIFICATIONS

- More than eight years experience in customer service, with 10 years plus experience as an active participant in the Hospitality/Restaurant industry
- Highly organized and independent; able to effectively coordinate tasks to accomplish projects with timelines and creativity
- Articulate and well informed in current media trends and events
- All around experience in kitchen, catering, and fine dining

EDUCATION

Completed four years at Clark Atlanta University seeking a B.A. in History
Computer studies: MS Word, Excel, Quicken, and Power Point

SELECTED ACCOMPLISHMENTS

- ServSafe Certified, TIPS Certified
- Management tracking of cash receipts & cash balancing/handling
- Responsible for Restaurant Management, inventory, ordering, and logging
- Compiled spreadsheets and graphs for various projects

WORK HISTORY

| | |
|---|-------------------|
| Omni CNN Atlanta Hotel Downtown Atlanta Cocktail Server | Dec 2015- Present |
|---|-------------------|

Server
Metro Fuxon
Midtown Atlanta
March 2013 – Jan 2014

Kitchen Manager
Captain's Catch Seafood
Jonesboro, Ga. Jan 2011- Mar 2013

Server/Cashier Captain's Catch Seafood July 2007 – 2011
Sweetwater Bar & Grill
Atlanta, Georgia (Hartsfield-Jackson International Airport)

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Fri, Mar 23, 2018 at 2:18 PM

Employment Application New Jersey

| | |
|--|--|
| First Name | Ammari |
| Last Name | Koonce |
| E-mail Address | ammarikoonce@yahoo.com |
| Phone | 4048082197 |
| Address | 10001 Neuchatel Crescent |
| Unit or Number | Ammari Koonce |
| City, State | Jonesboro, Ga |
| Zip Code | 30238 |
| What region(s) are you applying to work within? | New Jersey |
| Which position(s) are you applying for? | Cook Server Bartender Busser Barback Housekeeper Dishwasher Barista |
| Are you applying for: | Full-Time Part-Time |
| When can you start? | 03-24-2018 |
| Can you work overtime? | Yes |
| How did you hear about us? | Craigslist |
| If you were referred, please tell us by whom: | |
| What days/times can you work? Select all that apply: | Monday AM Monday PM Tuesday AM Tuesday PM Wednesday AM Wednesday PM Thursday AM Thursday PM Friday AM Friday PM |

Saturday AM
 Saturday PM
 Sunday AM
 Sunday PM

Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)

Have you ever applied to or worked for Acrobat before? No

Do you have any friends or relatives working for Acrobat? If so, please let us know who:

If hired, would you have reliable means of transportation to and from work? Yes

If hired, can you present evidence of your legal right to live and work in this country? Yes

State age if under 18. If you are under 18, hire is subject to verification that you are of minimum age to work.

Are you able to perform the essential functions of the job for which you are applying? Yes

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.)

| | |
|--|------------------------------|
| Name of School | Clark Atlanta University |
| City & State | Atlanta, Ga |
| Grade/Degree | B.A. History, Business Minor |
| Graduated? | No |
| Do you have any special licenses? (If so, label under "Special") | No |
| Are you computer literate? (If so, label which programs under "Special") | Yes |
| Are you proficient with Point of Sale systems? (If so, label which under "Special") | Yes |
| Do you have any experience, training, qualifications or special skills? (If so, label under "Special") | Yes |

Special: Serv Safe Certification, TIPS certified, Micros Proficient

Are you currently employed? No

Can we contact your current employer? Yes

Name and Address of Employer Omni CNN Atlanta Hotel
100 cnn center dr. Atlanta Ga

Type of Business Hotel

Phone Number 4046590000

Your Position & Duties Cocktail Server/Bartender

Date of Employment (from/to): Dec 2015-Feb 2018

Reason for Leaving Relocation

Still Employed: No

Name and Address of Employer Courtyard Marriott

Type of Business Hotel

Phone Number 4044546955

Your Position & Duties Bistro Attendant (Server, Bartender, Dishwasher, Cashier

Date of Employment (from/to): May 2014-August 2015

Reason for Leaving Another Job Offer

Still Employed: No

Name and Address of Employer Metro Fuxon

Type of Business Lounge/Restaurant

Phone Number n/a

Your Position & Duties Kitchen Manager/Server

Date of Employment (from/to):

Reason for Leaving Restaurant Closed

Still Employed: No

Have you ever been fired from a previous place of employment? If yes, please explain: no

Have you obtained any special skills or abilities as the result of service in the military? If yes, please explain: no

First Name Marcel

Last Name Johnson

E-mail Address Marceljohnson18@gmail.com

Phone 6098162479

| | |
|-------------------|--|
| Relationship: | Coworker |
| Years Acquainted: | 5 |
| First Name | Donna |
| Last Name | Adams |
| E-mail Address | catchseafood@gmail.com |
| Phone | 4043888223 |
| Relationship: | Former Supervisor |
| Years Acquainted: | 8+ |
| First Name | Abu |
| Last Name | Koroma |
| E-mail Address | AbuTires@gmail.com |
| Phone | 4044380387 |
| Relationship: | Former Supervisor |
| Years Acquainted: | 3 |

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.

(Checked box indicates acknowledgement)

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

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

I hereby acknowledge that I have read and understand the above statements.

(Checked box indicates acknowledgement)

Applicant Digital Signature
(Type Name):

Ammari Kenneth Koonce

Date:

03-23-2018

Please Attach Resume
Below

You can **edit this submission** and **view all your submissions** easily.

Servers Test

Multiple Choice

- 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

- 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

- 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

- 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

- 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

- 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

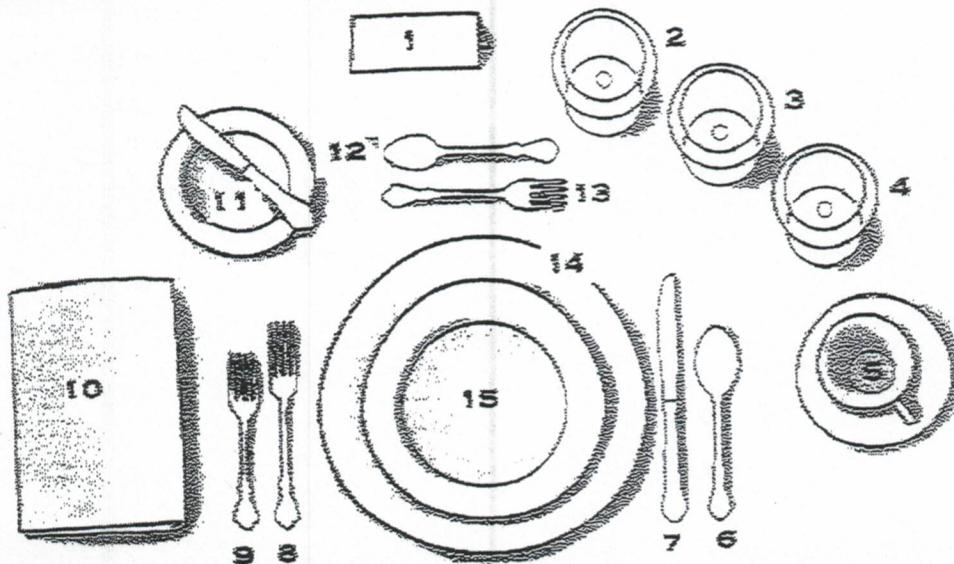
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Match the Correct Vocabulary

| | |
|----------|-----------------|
| <u>D</u> | Scullery |
| <u>E</u> | Queen Mary |
| <u>A</u> | Chaffing Dish |
| <u>B</u> | French Passing |
| <u>G</u> | Russian Service |
| <u>F</u> | Corkscrew |
| <u>C</u> | 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

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>10</u> | Name Place Card | <u>7</u> | Dinner Knife |
| <u>12</u> | Teaspoon | <u>2</u> | Wine Glass (Red) |
| <u>13</u> | Dessert Fork | <u>9</u> | Salad Fork |
| <u>14</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

1. The utensils are placed _____ 2 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? milk + sugar
3. Synchronized service is when: at same time
4. What is generally indicated on the name placard other than the name? table
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? tell chef