

Melissa Henriquez

Authentic and integrous leader who empowers all team members to work together as one.

84 Gordon St
Perth Amboy, NJ 08861
(732) 397-9461
Taylormtd@gmail.com

EXPERIENCE

Dish Cafe, Highland Park, NJ — Supervisor, server

JULY 2017 - PRESENT

- Overlooking daily operations, scheduling, and ensuring excellent customer service.

Garden State Restaurant, Newark Airport — Supervisor, bartender

MAY 2015 - JUNE 2017

- Trained front of house new hires.
- Handled customer inquiries and complaints.

The Grille District, Reagan Nat'l Airport, VA — Manager, bartender

NOVEMBER 2013 - APRIL 2015

- Created employee schedules to ensure adequate staffing of the restaurant at all times

U.S. Army National Guard, Fort Meade, MD — 92 Yankee

NOVEMBER 2012 - NOVEMBER 2016

- Responsible for inventory of all weaponry and equipment.
- Sorted, organized, and maintained office records accurately.

COURSES

Landmark Forum — Self Development/Life-Coaching Tools

NOVEMBER 2017

Learned a wide set of tools that aid in communication and creating workable conditions for all parties.

Thomas Edison State — Emergency Management Certification

NOVEMBER 2017

EDUCATION

Colonial High School

Orlando, FL

High School Diploma

2002-2006

LANGUAGES

English

Spanish

Portuguese (In training)

SKILLS

Interpersonal

Conflict Resolution

Attention to Detail

Coachable

Submission Date 03-23-2018 11:05:40

First Name

Melissa

Last Name

Henriquez

E-mail Address

taylormtd@gmail.com

Phone

7323979461

Address

84 Gordon st

Unit or Number

1

City, State

Perth Amboy

Zip Code

08861

What region(s) are you applying to work within?

- New Jersey


Which position(s) are you applying for?

- Bartender

Are you applying for:

- Full-Time

When can you start?

 Sunday, March 25, 2018

Can you work overtime?

Yes

How did you hear about us?

- Craigslist

What days/times can you work? Select all that apply:

- 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)
going away to Brazil for 2 weeks starting December 23rd until January 7th

Have you ever applied to or worked for Acrobat before?

No

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

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

Yes

Name of School

Colonial High School

City & State

Orlando, FL

Grade/Degree

High School Diploma

Graduated?

Yes

Do you have any special licenses? (If so, label under "Special")

Yes

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:

I take Landmark Communication courses because language is the basis of life and you create the world around you through it

Are you currently employed?

Yes

Can we contact your current employer?

Yes

Name and Address of Employer

Dish Cafe

Type of Business

restaurant

Phone Number

9083447579

Your Position & Duties

server/supervisor

Date of Employment (from/to):

July/2017- still active

Reason for Leaving

still working there

Still Employed:

Yes

Name and Address of Employer

Garden State Restaurant

Type of Business

restaurant

Phone Number

8487029823

Your Position & Duties

Manager/server/bartender

Date of Employment (from/to):

May2015- June 2017

Reason for Leaving

restaurant contract was up so they closed down

Still Employed:

No

Name and Address of Employer

The Grille District Reagan NATIONAL Airport

Type of Business

Restaurant

Phone Number

8606705514

Your Position & Duties

Manager/bartender

Date of Employment (from/to):

11/2013-5/2016

Reason for Leaving

moving back to NJ

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:

I was in the Army for four years and was a supply specialist. I took inventory of weapons and anything soldiers needed

First Name

Bryan

Last Name

Salmeron

E-mail Address

bryan.bonz@gmail.com

Phone

7325018178

Relationship:

friends

Years Acquainted:

6 years

First Name

Seth

Last Name

Merin

E-mail Address

seth.airventure@gmail.com

Phone

8606705514

Relationship:

friends

Years Acquainted:

6 years

First Name

Yocasta

Last Name

Fern

Phone

9175739564

Relationship:

friend

Years Acquainted:

13

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 claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

- (Checked box indicates acknowledgement)

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):

Melissa Henriquez

Date:



Friday, March 23, 2018

Multiple Choice (6 points)

- 1) Carbonation _____ the rate of intoxication.
- a) Slows down
 - b) Speeds up
 - c) Does nothing to
- 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
- 3) You can accept an expired ID as long as all other information is correct.
- a) True
 - b) False
- 4) If someone has had too much to drink, serving them coffee will help sober them up.
- a) True
 - b) False
- 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
- 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

30/35
91%

Vocabulary (9 points)

Match the word to its definition

C "Straight Up"

F Shaker Tin

I "Neat"

A Muddler

B Strainer

E Jigger

G Bar Mat

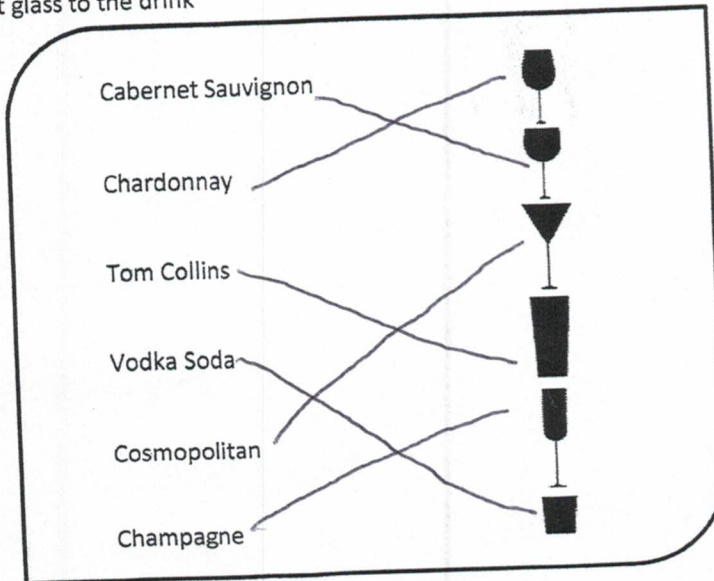
D "Float"

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 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): Patron, Greygoose, Nika Coffee Whiskey

What are the ingredients in a Manhattan? Sweet vermouth, whiskey and cherries

What are the ingredients in a Cosmopolitan? Vodka, lemon juice, simple syrup, cranberry juice

What are the ingredients in a Long Island Iced Tea? vodka, gin, tequila, rum, triple sec, sour mix, Sprite

What makes a margarita a "Cadillac"? Grand marnier

What is simple syrup? mostly sugar mixed w/ water used to sweeten drinks

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? remove all the ice w/ hot water and fill it up again after you've cleaned up the ice.

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

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

What are the ingredients in a Margarita? triple sec, lemon juice, tequila, some add splash of OJ + a little splash of Sprite.