

## **Regina F.Toshavik**

PO Box 442091

Lawrence, Ks 66044

816-469-2827

rtoshavik@gmail.com

**Objective:** To obtain a position in which I can use my skills and experience to make a strong contribution to an organization that offers opportunity for professional growth.

### **WORK HISTORY:**

**Kansas City Indian Center, Kansas City, Missouri**

**02/17 to 06/17**

I answered phones, assisted in food pantry, Culture night and free food friday.

**R's B Good Native American Tacos, Lawrence, KS**

**01/15 to present**

I am Owner./Cook/Manager of self-employed business, We cater Indian Tacos and Fry Bread.

**Home Health Aide-Independence, Inc., Lawrence, KS**

**12/15 to 12/16**

Provided home based services for a disabled individual (cooking, cleaning, laundry).

**Customer Service Representative, USA 800, Lawrence, KS**

**05/15 to 10/15**

I provided quality customer service to Military personnel with their banking issues and account balances.

**Pines International Inc., Lawrence, KS**

**09/07 to 09/11**

I filled bottles of Organic Wheat grass, Alfalfa, Barley, Beet juice powder/pill form, and wheat grass juice.

**Administrative Assistant-University of Ks Indigenous Nation Studies, Lawrence, KS**

**01/03 to 12/03**

I answered phones, took messages, took notes in meetings, ordered supplies for the office and students.

**Education: Lawrence High School GED 1992**

1900 Louisiana St. Lawrence, KS 66044

### **SKILLS:**

Filing

Customer Service Phone

Type 40 wpm

Concession Vending

Catering of Indian Tacos/Fry Bread

**References:**

Gaylene Crouser

Jeff Belaire

Hailey Nixon

KC Indian Center, Director.

R's B Good Concession, Owner/Manager

HomeMaker/Student

(816) 421-7608

(816) 469-2327

(785) 424-0934

# Interview Note Sheet

Applicant Information	
Name: <u>Regina Tashavik</u>	Interviewer: <u>Steven</u>
Date: <u>3/23/18</u>	Rate of Pay: \$ <u>10</u>
Position (s) Applied for: <u>Housekeeping</u>	Referred by:

Test Scores					
Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/14	70%

Seeking:
Full-Time
<u>Part-Time</u>

## Relevant Experience & Summary of Strengths

Total of \_\_\_\_\_ in Food Service/Hospitality

Regina- use to own her very own Food truck service. She is experience in prep cook, grill cook. She is interested in Housekeeping prefer.

P.O.S. Experience: Y / N details: \_\_\_\_\_

Transportation
<u>Car</u> Public Transit Carpool ( Rider / Driver )

Regions Available to work:
Kansas City,KS Overland Park,Kansas <u>Kansas City,MO</u> Independence,MO

Certifications (if any)
TIPS Serv-Safe LEAD Other _____ Will Submit

Availability
<u>Open</u> 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:
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## 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 Regina Tashavik Date: 3-23-18  
 Home Telephone ( ) \_\_\_\_\_ Other Telephone (816) 469-2827  
 Present Address PO Box 442091 Lawrence KS 66044  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address rtashavik@gmail.com

### EMPLOYMENT DESIRED

Position applying for: House Keeping Salary desired: \$10.75  
 Are you currently registered with any staffing and/or employment agencies? If so, please list  
NO  
 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 craigslist 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? 3-

*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 DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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.) \_\_\_\_\_

## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
KHS	Lawrence, KS		GED
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: Word, Excel, Windows			

## 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 RS B Good Concession

Type of Business Concession Telephone No. (816) 469-2327 Supervisor's Name Sal/Jeff Belaire

Your Position and Duties set up front serving area, cook meats, mix frybread dough, prep Veggies, cook frybread, take orders, prepare orders

Dates of Employment: From 10-2015 To present Weekly Pay: Starting Depends on Event Ending

Reason for Leaving: still available for local events, and catering.

Name and Address of Employer Kansas City Indian Center

Type of Business Nonprofit Agency Telephone No. (816) 421-7608 Supervisor's Name Gaylene Croyscor

Your Position and Duties Answered phones, took messages, Assisted with food pantry, and free food Friday and Culture

Dates of Employment: From 02-17 To 06-17 Weekly Pay: Starting \$7.25 hr. Ending \$7.25 hr.

Reason for Leaving: The job was temporary through the Indian Council.

Name and Address of Employer Independence Inc.

Type of Business Home Health care Telephone No. (785) 408-6813 Supervisor's Name Kindra Mitchell

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Your Position and Duties Laundry, cooked, cleaned, errands

Dates of Employment: From 12-15 To 12-16 Weekly Pay: Starting 9.00 hr Ending 9.00 hr.

Reason for Leaving: Client moved.

Name and Address of Employer Pines International Inc.

Type of Business Wheat Grass Telephone No. (785) 813-3877 Supervisor's Name \_\_\_\_\_

Your Position and Duties fill bottles with product, weighed them, labeled the bottles, boxed the bottles,

Dates of Employment: From 09-07 To 09-11 Weekly Pay: Starting \$1 8.00hr. Ending \$13.80 hr.

Reason for Leaving: Company Down sized and let people go.

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

## MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes \_\_\_ No X  
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: Ganglene Crouser Telephone No. (816) 421-7608

Address 660 W 39th St. KCMO 64111

Occupation: Director Relationship: Aquitenance Number of Years Acquainted: 2

Name: Haileg Nixon Telephone No. (785) 424-0934

Address 1600 Haskell Ave #199 Lawrence, KS 66044

Occupation: Student/Homemaker Relationship: friend Number of Years Acquainted: 10

Name: Carla Rayton Thomas Telephone No. (785) 312-4792

Address Lawrence KS 66044

Occupation: Home Health Aid Relationship: friend Number of Years Acquainted: 10 years

**Please Read Carefully, Initial Each Paragraph and Sign Below**

DX

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.

DX

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.

DX

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.

DX

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.

DX

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**

Regina Lich

**Date**

03-23-18

Name: Regina Tosharik

Housekeeping Test

Score 11/14

78

1. During which of the following situation(s) should you wear gloves?
  - a) When handling disinfectant solutions
  - b) When cleaning guest rooms
  - c) When handling soiled linen
  - d) When handling or disposing of waste
  - e) All of the above
2. Which of the following should be cleaned daily?
  - a) Chairs, lamps, and tables
  - b) Tabletops, bed, and handrails
  - c) Grab bars, light, tops of doors and counters
  - d) Floors, sinks, toilets, and latrines
  - e) All of the above
3. True or False: You do not need to use a separate cloth for cleaning bathrooms.
4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.
5. Should the following be cleaned daily or weekly? Circle one.
  - a) Floors Daily/Weekly
  - b) Toilets and latrines Daily/Weekly
  - c) Carpets in guest rooms Daily/Weekly
  - d) Carpets in offices Daily/Weekly
  - e) Soiled linen Daily/Weekly
6. The best way to clean the floors:
  - a) Scrubbing
  - b) Dry sweeping and dusting
  - c) Sweeping, mopping and dusting
  - d) Wet mopping
7. What should do if you spill liquids or see a liquid spill?
  - a) Leave it for someone else to clean- up
  - b) Wait until the end of your shift to clean it
  - c) Flag the spill and clean it up immediately
  - d) Not sure
8. The proper procedure for cleaning spills of blood and other body fluids is:
  - a) Wearing gloves, clean with cloth soaked in chlorine solution and follow up with disinfectant solution
  - b) Find the janitor on- duty and ask him to clean it up
  - c) Grab whatever is closest and wipe up immediately, then mark "Biohazard"
  - d) Nothing
9. What do you do if you encounter with bed bugs in a guest room?

Contact a supervisor
10. What do you do if you find Lost and Found items in a guest rooms?

stick in a bag label the bag with Room # And give to supervisor
11. Describe the difference between a disinfectant and a cleaning solution?

disinfectant is for germs  
Cleaning solution is for wiping up spills.



SENSITIVE BUT UNCLASSIFIED

**Case Verification Number: 2018082163111AA**

Report Prepared: 03/23/2018

**Company Information**

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Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

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Last Name: Toshavik

First Name: Regina

Date of Birth: 12/15/1970

Social Security Number: \*\*\* \*\* 9869

Hire Date: 03/23/2018

Citizenship Status: A citizen of the United States

**Document Information**

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List B Document: ID card issued by a U.S. federal, state or local government agency

List C Document: Social Security Card

**Case Status Information**

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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.

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