

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	Concession Vending
Customer Service Phone	Catering of Indian Tacos/Fry Bread
Type 40 wpm	

<u>References:</u>	Gaylene Crouser	KC Indian Center, Director.	(816) 421-7608
	Jeff Belaire	R's B Good Concession, Owner/Manager	(816) 469-2327
	Hailey Nixon	HomeMaker/Student	(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:

Seeking:

Full-Time

Part-Time

Test Scores

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

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 perfer.

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:

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) 416 9-2827
 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: \$10-15
 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?
LHS	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 Yes No No

Name and Address of Employer RS BGd Concession

Type of Business Concession Telephone No. (816) 416-9-2327 Supervisor's Name Side/Jeff Belaire

Your Position and Duties Set up front serving area, cook meats, mix fry bread Dough, prep Veggies, cook Anybread, 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 Non-profit Agency Telephone No. 816) 421-7608 Supervisor's Name Gaylene Croysser

Your Position and Duties Answered phones, took messages, Assisted with food pantry, and free food midday 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 Independent Inc.

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

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Your Hospitality Staffing Professionals

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 07-07 To 09-11 Weekly Pay: Starting 8.00 hr. 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: N

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: Gaylene Grousser Telephone No. 816-421-7608

Address 1600 W 39th St. KC MO 64111

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

Name: Hailey 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

DL
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.

BS
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.

DT
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.

SL
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.

DT
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 L. Lish

Date

03-23-18

Name: Regina Toshavik

Score // 14

Housekeeping Test

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	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly
b) Toilets and latrines	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly
c) Carpets in guest rooms	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly
d) Carpets in offices	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly
e) Soiled linen	<input checked="" type="radio"/> Daily <input type="radio"/> 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

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

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

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

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