

# John P. Cahill

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30 Academy Court, Bedminster, NJ 07921 | 219-308-0811 | jced29@aol.com

## Summary

Detail-oriented manager with 20 years of management and business experience; excellent communication and people skills; self-starter and a quick-learner who has worked with all aspects of human resources including hiring new staff and conducting staff orientations and trainings which reduced a turnover rate by 40%. Reconciled payroll; handled trust fund distribution to nursing home residents; familiar with COBRA, FMLA, and Healthcare Work Registry. Proficient in personnel software; Kronos payroll program; Microsoft Word, Excel, Outlook, Windows Explorer.

## Education

East Stroudsburg University – 1991 - 1994

B.A. in Management – Specialized in Accounting

## Skills & Abilities

### MANAGEMENT/HUMAN RESOURCES

In the nursing home facility, served as the Human Resources representative and Manager on Duty; managed employees for movie theatres; including hiring, coaching, new staff orientation; developed innovative training which served as a model for new associates; completed evaluations; traveled to theatres to help with management team transitions; and to assist in all aspects of human resources and administrative duties. Spearheaded training efforts that led to the promotions of associates to management positions.

### COMMUNICATION

Worked closely with the administrative team and nursing staff to ensure the well-being of the residents at a nursing care facility; worked directly with the residents, answering their questions in a concise, caring, respectful manner; and always being available to address their financial concerns. Conducted staff meetings with theater associates to discuss company expectations; received 100% score on feedback survey from associates.

### BUSINESS/FINANCIAL OPERATIONS

Responsible for reconciling payroll for 120 nursing home employees

Trust fund distribution weekly to all nursing home residents

Completed COBRA and FMLA paperwork for employees

Worked with Administrator on completion of all resident contracts

Oversight of receivables and inventory management at the theatre

Monitored 100% of theatre operational and financial goals to ensure profitable results

Successfully won 80% of theatre promotional contests which encouraged and motivated associates to sell new concession stand items.



## TECHNOLOGY

Proficient in MS Word, MS Excel, MS Outlook, and Windows Explorer

Experience with Personnel Software

Experience with Kronos Payroll Software

## Experience

July 2017 to Present - *Alden*

**Business Office Manager** – Heather Health Care Nursing Home, Harvey, IL

*Responsible for human resources, payroll, and business office administration*

September 2012 to July 2017 - *Kerasotes Showplace Theatres, LCC*

**Human Resources Manager** – Kerasotes Showplace Icon, Chicago, IL

*Responsible for all aspects of human resources, including hiring, orientation, and training*

May 2004 to June 2012 - *AMC Entertainment, Inc.*

**General Manager** – AMC Woodridge 18, Woodridge, IL; Kerasotes Showplace 14, New Lenox, IL

*Responsible for all financial, management and business operations of a 14 and 18 screen facility.*

January 1999 to May 2004 - *Kerasotes Showplace Theatres, LL*

**Manager and House Manager** - Schererville, IN

*Responsible for human resources and business operations at several locations*

July 1987 to July 1998 - *AMC Entertainment, Inc.*

**Staff Member/Manager** – AMC Cantera 30, AMC Headquarters 10 in Morristown, AMC Rockaway 6 in New Jersey

*Responsible for concession stand management*

## ADDITIONAL SKILLS:

Varsity Letter received for Cross Country and Track and Field in College

Coached soccer for middle school students

YMCA camp counselor for students in grades 1-8



## Employment Application

\*car  
\* Tuesday @ 1pm  
\* concessions

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 John P. Cahill Date: 5/10/2018  
Home Telephone (219) 308-0811 Other Telephone ( ) \_\_\_\_\_  
Present Address 30 Academy Court Bedminster NJ 07921  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address jced29@aol.com

### EMPLOYMENT DESIRED

Position applying for: Concession attendant or anything available Salary desired: \$10.00 per hour

Are you currently registered with any staffing and/or employment agencies? If so, please list \_\_\_\_\_

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 \_\_\_\_\_ 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? 5/14/2018

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	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>
PM	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>

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 ☐

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.) NA



Pursuant to any and all Fair Chance Ordinances, we will consider for employment qualified applicants with arrest and conviction records.

## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
East Stroudsburg University	East Stroudsburg, PA	BA	Yes
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:			

## 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 Heather Health Care - Harvey, I.L.

Type of Business Nursing Home Telephone No. (708) 333-9550 Supervisor's Name Jonathan Dixon

Your Position and Duties Business Office Manager - Completed payroll, New Hire orientations, on-boarding, paperwork, trust fund distribution for residents, and anything else needed.

Dates of Employment: From 7/5/17 To 4/20/18

Reason for Leaving: Moved to New Jersey to be closer to family

Name and Address of Employer Kerasotes Showplace Icon - 1/99 - 7/17

Type of Business Movietheatre Telephone No. (815) 703-8665 Supervisor's Name Gene Hubbs

Your Position and Duties General Manager Human Resources Manager Concession Manager - In Charge of and responsible for all aspects of theatre operations including Human Resources, Payroll, Food and Beverage Management.

Dates of Employment: From 1/99 To 7/17

Reason for Leaving: Tried a new industry

Name and Address of Employer \_\_\_\_\_

Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_



# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Have you ever been fired from any previous place of employment? If so, please explain: \_\_\_\_\_

## MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes \_\_\_\_\_ No ☒  
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: Jonathan Dixon Telephone No. (708) 333-9550

Address 15600 Honore Ave Harvey IL 60426

Occupation: Administrator Relationship: Former Boss Number of Years Acquainted: 15 years

Name: Gene Hubbs Telephone No. (815) 703-8665

Address 1011 S Delano Court, Chicago IL 60661

Occupation: Movie Theatre Manager Relationship: Former Supervisor Number of Years Acquainted: 18 years

Name: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_



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

✓ 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.

✓ 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.

✓ 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.

✓ 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.

✓ 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**



**Date**

5/10/2018

**Cashier Test**

**Score / 15**

- b ✓ 1) A roll of quarters is worth?  
a) \$5.00  
b) \$10.00  
c) \$15.00  
d) \$20.00
- a 2) A roll of dimes is worth?  
a) \$5.00  
b) \$4.00  
c) \$3.00  
d) \$2.00
- d 3) A roll of nickels is worth?  
a) \$8.00  
b) \$6.00  
c) \$4.00  
d) \$2.00
- C 4) A roll of pennies is worth?  
a) \$1.00  
b) \$0.75  
c) \$0.50  
d) \$0.25
- C 5) What does POS stand for?  
a) Patience over standards  
b) Percentage of sales  
c) Point of sales  
d) People over service
- A 6) What is the current sales tax rate in your city 7.50%
- 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?  
a) \$4.06  
b) \$2.06  
c) \$7.06  
d) \$5.06
- 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?  
a) \$19.50  
b) \$14.50  
c) \$9.50  
d) \$4.50
- 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?  
a) \$6.00  
b) \$8.00  
c) \$10.00  
d) \$12.00
- 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?  
a) \$78.50  
b) \$58.50  
c) \$38.50  
d) \$28.50

Wrong

14/15

7% correct answer

2.15  
.79  
2.94

1  
7.50  
2.50  
5.00  
6.50

21.50



11) Counterfeit pens should be used on which three denominations?

- ☒ a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

12) How many times should you count change when giving it to the customer?

- a) one
- ☒ b) two
- c) three
- d) no need to count

**Question & Answer:**

13) What is the minimum age for legal alcohol purchases? 21

14) What are the acceptable forms of ID for alcohol purchases? Drivers License or State I.D.

15) How many \$20 bills are in a bank band? 100