

# James M. Seldner

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42 Windsor Drive, Eatontown, NJ 07724 . Cell:732-996-9671. Email: [jmseldner@gmail.com](mailto:jmseldner@gmail.com)

## Professional Summary

**Rutgers-School of Arts and Sciences- New Brunswick, NJ 08901, Class of 2020**  
**Major: Human Resource Management with minor in Business Administration**

Rutgers University junior looking for a part time position in the food and hospitality industry. Dependable, punctual, and customer focused.

**Citizenship:** USA

## Relevant Courses

- Organizational Behavior and Work
- Leadership

**GPA 3.04**

- Conflict Management

## Work Experience

**Guest Service Expert/Cashier, Smashburger, Inc.-Neptune, NJ Summer 2015**

- Operated a cash register for cash, check and debit / credit card transactions and kept accurate cash handling procedures
- Greeted guests with a smile. Assisted guests with menu questions and menu suggestions
- Served food to customers's tables
- Performed table touches (refilled napkins, condiments)

**Sales Associate, Tommy Hilfiger Outlet- Tinton Falls, NJ Summer 2017**

- Assisted customers with clothing selections
- Facilitated audits of inventory during close of store
- Supervised the flow of customers into fitting rooms
- Handled customers complaints

**Head Summer Camp Counselor, Eatontown, NJ Summers 2016 and 2017**

- Ensured safety of 10-15 summer campers on a daily basis
- Implemented new recreation games and activities to engage campers's interests and improve participation
- Addressed behavioral issues with parents and summer camp management

**Phi Kappa Sigma Fraternity- House Safety Officer**

**References available upon request**

**Name and Address of Employer**

Eatontown Recreation

47 Broad St, Eatontown, NJ 07724

**Type of Business**

Summer Camp

**Phone Number**

732-389-7607

**Your Position & Duties**

supervising campers  
organizing activities

**Date of Employment (from/to):**

June 2015- August 2017

**Reason for Leaving**

couldn't work all of the hours

**Still Employed:**

No

**Name and Address of Employer**

Smash Burger

3301 NJ-66, Neptune City, NJ 07724

**Type of Business**

Resteraunt

**Phone Number**

732-455-8005

**Your Position & Duties**

Cashier  
Food Runner  
Cleaning

**Date of Employment (from/to):**

June 2015- August 2015

**Reason for Leaving**

School was starting

**Still Employed:**

No

**First Name**

Janice

**Last Name**



Grasso

**E-mail Address**

rec@eatontownnj.com

**Phone**

7323897664

**Relationship:**

Former Employer

**Years Acquainted:**

3

**First Name**

Ashley

**Last Name**

Yates

**E-mail Address**

rec\_asst@eatontownnj.com

**Phone**

7323897607

**Relationship:**

Former Employer

**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 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):**

James Seldner

**Date:**

 Monday, June 18, 2018



**Submission Date** 06-18-2018 11:42:58

**First Name**

James

**Last Name**

Seldner

**E-mail Address**

jmseldner@gmail.com

**Phone**

7329969671

**Address**

Windsor Drive

**Unit or Number**

42

**City, State**

Eatontown, NJ

**Zip Code**

07724

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

- New Jersey


**Which position(s) are you applying for?**

- Server
- Dishwasher

**Are you applying for:**

- Part-Time

**When can you start?**

 Friday, June 22, 2018

**Can you work overtime?**

Yes

**How did you hear about us?**

- Referral

**If you were referred, please tell us by whom:**

Annie Seldner

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

- Monday AM
- Monday PM
- Friday AM

- Friday PM
- Saturday AM
- Saturday PM
- Sunday AM
- Sunday PM

**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:**

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**

Rutgers University

GED

Monmouth Regional High School

**City & State**

Tinton Falls, NJ

**Grade/Degree**

Junior in College

**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")**

No

**Are you proficient with Point of Sale systems? (If so, label which under "Special")**

No

**Do you have any experience, training, qualifications or special skills? (If so, label under "Special")**

No

**Are you currently employed?**

Yes

**Can we contact your current employer?**

No



Name James Seldner

**Servers Test**

Score / 35

**Multiple Choice**

- A 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
- C 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
- C 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
- B 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  
 d) The bottom
- D 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
- D 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

-14

60%

**Match the Correct Vocabulary**

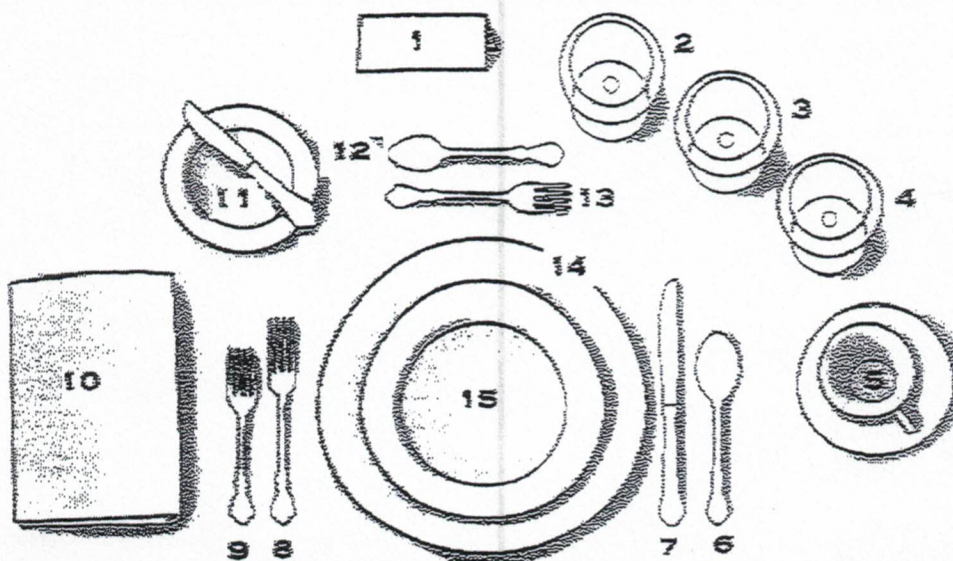
- |                          |   |
|--------------------------|---|
| <u>D</u> Scullery        | A. Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>C</u> Queen Mary      | B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron) |
| <u>E</u> Chaffing Dish   | C. Used to hold a large tray on the dining floor  |
| <u>B</u> French Passing  | D. Area for dirty dishware and glasses  |
| <u>G</u> Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| <u>F</u> Corkscrew       | F. Used to open bottles of wine   |
| <u>A</u> Tray Jack       | G. Style of dining in which the courses come out one at a time  |



Name James Seldner

**Servers Test**

Score / 35



**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>1</u>    | Name Place Card       | <u>7</u>    | Dinner Knife                 |
| <u>6</u> X  | Teaspoon              | <u>2</u>    | Wine Glass (Red)             |
| <u>9</u> X  | Dessert Fork          | X <u>13</u> | Salad Fork                   |
| <u>12</u> X | 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**

- X The utensils are placed 3 inch (es) from the edge of the table.
- X Coffee and Tea service should be accompanied by what extras? sugar
- Synchronized service is when: All the dishes are served at one time to all tables
- X What is generally indicated on the name placard other than the name? seating
- X The Protein on a plate is typically served at what hour on the clock? \_\_\_\_\_
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
Inform the chef