

Sarah Gillespie

s.gillespie77@yahoo.com

360-277-1964

Objective: Obtain Full-time Employment to build career

Highlights: Well-organized and efficient.
Self-starting, goal-oriented strategist whose confidence, perseverance and vision promote success.
Major strengths in planning, problem solving and communication.
Honest, friendly, outstanding communication skills.
Enjoy working with people.

Experience: Covington, WA / Dublin, CA

Apple-bee's/ Mimi's Cafe, Waitress

Informed customers of daily specials.
Explained how various menu items were prepared, describing ingredients and cooking methods.
Stocked service areas with supplies such as coffee, food, tableware, and linens.
Performed food preparation duties such as preparing salads, appetizers, and cold dishes, portioning desserts, and brewing coffee.
Escorted customers to their tables.
Described and recommended wines to customers.
Taking orders and serving food and drinks promptly

FlexxStaff, Warehouse

Imputing data in computer program to cut box orders. Kent, WA
Packaging designer boxes to mail to customer.
Operating a Zune machine to cut boxes according to file format design
Maintaining clean working area.
Gluing boxes upon order.

Bonney Lake, WA

Walmart, Cashier

Issued receipts, refunds, credits, and change due to customers.
Offered customers carry-out service at the completion of transactions.
Monitored checkout stations to ensure that they had adequate cash available and that they were staffed appropriately.

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Received payment by cash, check, credit cards, vouchers, and automatic debits.

Resolved customer complaints.

Tumwater, WA

Motel 6, Housekeeper

Cleaned rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, locker rooms and other work areas so that health standards were met.

Obtained list of vacant rooms to be cleaned immediately and list of prospective check-outs.

Advised manager, desk clerk and admitting personnel of rooms ready for occupancy.

Sorted, counted, and marked clean linens, and stored them in linen closets.

Walgreen's, Cashier

Renton, WA

Operated cash register to itemize and total customers' purchases in stores.

Reviewed price sheets to note price changes and sale items.

Collected cash, check, and charge payments from customers and made change for cash transactions.

Stocked shelves and marked prices on items.

Education:

Pierce College, Lakewood, WA
AA Degree Administrative Assistant 2013-2016
Amador Valley, Pleasanton,
CA
Diploma, General Studies

References: Available upon request

- 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)

yes, I am expecting and will need time off in October this year. But can resume after 6 weeks after giving birth. I can work up to due date!

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

Pierce College Fort-Steilacoom

City & State

Lakewood, WA

Grade/Degree

AA Degree Administrative Assistant/General Office

Graduated?

Yes

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

No

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")

No

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

Yes

Special:

Submission Date 06-14-2018 11:46:22

IP 204.102.74.238

First Name

sarah

Last Name

gillespie

E-mail Address

s.gillespie77@yahoo.com

Phone

360-277-1964

Address

1036 s. mayfair

Unit or Number

1036

City, State

Daly City

Zip Code

94015

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

- San Francisco

Which position(s) are you applying for?

- Server
- Busser
- Housekeeper
- Dishwasher

Are you applying for:

- Full-Time
- Part-Time

When can you start?

Thursday, June 14, 2018

Can you work overtime?

Yes

How did you hear about us?

- Craigslist

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

- Monday AM
- Monday PM
- Tuesday AM
- Tuesday PM

Temporary

Still Employed:

No

Name and Address of Employer

Flexx Staffing
217 East meeker st
Kent WA, 98032

Type of Business

staffing agency

Phone Number

253-856-3539

Your Position & Duties

computer programmer
set up customer files to print out box design on a Zund box cutter. also assisted in boxing orders for customers

Date of Employment (from/to):

September 2016 to February 2017

Reason for Leaving

maternity leave

Still Employed:

No

Have you ever been fired from a previous place of employment? If yes, please explain:

no

First Name

Reuben

Last Name

Gillespie

E-mail Address

7ghandyskilleds@gmail.com

Phone

360-328-9846

Relationship:

Emplorer

Years Acquainted:

16 years

First Name

Katie

E-mail Address

I have computer skills in Word, Power Point, Access, Excel. But there is always room to grow.

Also alphabetizing files, updating information. Have a cpr card.

Are you currently employed?

No

Can we contact your current employer?

No

Name and Address of Employer

RSASMCRJ Handy skilled services
604 N Constitution avenue
Bremerton WA 98312

Type of Business

construction

Phone Number

360-328-9846

Your Position & Duties

Book keeper / construction assistant
maintaining financial inputs and outputs in company accounts.
organizing important documents, emailing clients.

assist with painting/carpentry etc

Date of Employment (from/to):

2016/2018

Reason for Leaving

moved to California

Still Employed:

No

Name and Address of Employer

Habitat for humanity
3559 Wheaton Way
Bremerton WA 98310

Type of Business

Non-profit

Phone Number

360-377-1800

Your Position & Duties

Office Assistant/Sales rep
only temporary position

Date of Employment (from/to):

June 2017/December

Reason for Leaving

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):

sarah gillespie

Date:

Thursday, June 14, 2018

Please Attach Resume Below

[Sarah Resuma update 1.docx](#)

Tacoma@labormaxstaffing.com

Phone

253-292-1180

Relationship:

employer

Years Acquainted:

2 years

First Name

Karen

E-mail Address

kent.labor@gmail.com

Phone

253-856-3539

Relationship:

employer

Years Acquainted:

1 year

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