

Nicholas Bergara

Bergaran2@gmail.com | 862-371-2051 | 122 Rutgers St Maplewood, NJ 07040

EDUCATION

The University of Scranton, Scranton, PA
Degrees: B.S., Criminal Justice
Minors: Political Science & Spanish

Start Date: 08/ 23/ 2010
Graduation Date: 06/ 01/ 2014
Cumulative GPA: 3.0

Languages

Spanish (fluent)

PROFESSIONAL EXPERIENCE

Attendant

March 2017 – Present

Baron Staffing | East Rutherford, NJ

- Responsible for high-volume food service at weddings, Bar Mitzvah's, Universities, restaurants, corporate events, dining halls, etc.
- Participate in meal preparation and respond to inquiries regarding contents of cuisine and service
- Frequently assist colleagues during rush periods to promote teamwork while providing exceptional guest dining experience
- Regularly follow-up with guest tables and promptly fulfill additional requests
- Experience offering top level service and meeting deadlines while working in a fast pace environment

Paralegal

June 2015 – December 2015

Law office of Jeffrey B. Peltz, P.C. | Brooklyn, NY

- Duties involved the following areas of law: matrimonial law, family law, bankruptcy, immigration, real estate, and wills
- Acted as intermediary between attorney and client's to ensure they received proper paperwork and instructions
- Contributed to servicing a wider client base by accommodating Spanish speaking client's
- Formatted and translated approximately 50 legal documents into Spanish
- Executed all administrative tasks in the office while abiding by the Unified New York County Courts System

Pharmacy Technician

May 2015 – November 2015

CVS Pharmacy | Union, NJ

- Provided customer service to patients and informed them of the effects of their medications
- Answered phone calls from doctors and insurance companies regarding patient treatments
- Accepted the payments made by the customers and also processed the insurance claims

Client Support Professional

March 2015 – May 2015

Apple Computer Inc. | Remote Location

- Chatted with client's who had issues with their Apple products as well as client's who were inquiring about a purchase
- Offered the highest quality of customer service to maintain Apples image and reputation
- Sold approximately \$10,000 worth of Apple merchandise

INTERNSHIP EXPERIENCE

Paralegal

August 2017 – Present

Belizaire & Associates | Bloomfield, NJ

- Lead paralegal in charge of the most notable homicide case in the firm
- Responsible for the positive outcomes of approximately 10 client's cases through my research
- Contribute to servicing a wider client base by accommodating Spanish speaking client's
- Prepare request for admissions, interrogatories, and document production requests for all current cases

Submission Date 06-26-2018 08:56:47

First Name

Nicholas

Last Name

Bergara

E-mail Address

bergaran2@gmail.com

Phone

8623712051

Address

122 Rutgers st

Unit or Number

2

City, State

Maplewood

Zip Code

07040

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

- New Jersey


Which position(s) are you applying for?

- Server

Are you applying for:

- Part-Time

When can you start?

 Thursday, June 28, 2018

Can you work overtime?

Yes

How did you hear about us?

- Referral

If you were referred, please tell us by whom:

Denise Baton

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

- Tuesday PM
- Thursday AM
- Thursday PM
- Friday AM

Name and Address of Employer

Baron Staffing
1 Meadowlands Plaza
East Rutherford, NJ

Type of Business

Food Service Staffing Agency

Phone Number

(862) 215 5976

Your Position & Duties

Attendant

Responsible for high volume food service at weddings, Bar Mitzvah's, Universities, Restaurants, Corporate events and dining halls

Participate in meal preparation and respond to inquiries regarding contents of cuisine and service

Regularly follow-up with guest tables and promptly fulfill additional requests

Frequently assist colleagues during rush periods to promote teamwork while providing exceptional guest dining services

Date of Employment (from/to):

March 2017 - Present

Reason for Leaving

N/A

Still Employed:

Yes

Name and Address of Employer

Belizaire & Associates
2 Broad St
Bloomfield, NJ

Type of Business

Law Office

Phone Number

(973) 748 0808

Your Position & Duties

Paralegal

Lead paralegal in charge of most notable homicide case in the firm

Responsible for the positive outcomes of approximately 10 client's cases through my research

Contribute to a client base by accommodating for Spanish speaking clients

Date of Employment (from/to):

August 2017 - Present

Reason for Leaving

N/A

Still Employed:

Yes

- 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:

N/A

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

The University of Scranton

City & State

Scranton, PA

Grade/Degree

Bachelors of Science

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:

Bilingual, Prep cook experience, Proficient at Microsoft office (Excel, Word and Powerpoint), and organization skills

Are you currently employed?

Yes

Can we contact your current employer?

No

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

No

First Name

Landry

Last Name

Belizaire

E-mail Address

LB@belizairelaw.com

Phone

973 748-0808

Relationship:

Manager

Years Acquainted:

1

First Name

Gaby

Last Name

Guzman

E-mail Address

Gaby.Guzman187@gmail.com

Phone

984 255-4467

Relationship:

Coworker

Years Acquainted:

1

First Name

Andres

Last Name

Taborda

E-mail Address

Andres@baronstaffing.com

Phone

201 340-2735

Relationship:

Supervisor

Years Acquainted:

1

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):

Nicholas Bergara

Date:

 Tuesday, June 26, 2018