

NORMA BAUTISTA

2501 Anken Dr #1716, Austin, TX 78741 • (512)644-7766 • normajeane201888@gmail.com

Professional Summary

Highly motivated and results-driven warehouse professional bringing extensive experience in logistics and distribution. Team player and natural leader with excellent communication skills. Not to mention a respectful, outgoing and courteous school Cafeteria Worker successful at providing nutritious meals in a safe and efficient manner for large numbers of students and faculty.

Skills

- High energy
- Customer service
- Shipping and receiving background
- Food safety procedures
- Accurate money handling
- Prioritizing
- Scanner operation
- Cash handling expert
- Integrity
- Safe food handling
- First aid and safety
- Care plan assessment
- Medication administration
- Patient care
- Dosage calculation
- Feeding assistance
- Patient-focused care
- Bilingual in Spanish and English.

Work History

Seasonal Employee, 11/2017 to 12/2017

Calendar Club – Austin, TX

Weighed items in boxes to make sure every item weighed correctly.

Then scanned every label on every box, then put the postal label on each box before it's passed through the conveyor belt to be shipped.

Maintained a safe and clean environment.

Seasonal Employee, 06/2015 to 08/2015

ADECCO – New Braunfels, TX

Scanned all STAR test booklets. Organized and categorized the booklets in boxes before passed through the conveyor belt to be shipped off. Had to maintain a safe and clean working environment.

Cashier Cook, 08/1993 to 09/2001

Hays Consolidated I.S.D. – Kyle, TX

Prepared food items consistently and in compliance with recipes, portioning, cooking and waste control guidelines. Cooked and served food and meals in accordance with planned menus, diet plans, recipes, portions, temperature control procedures and facility policies. Consistently kept kitchen areas clean and free of debris and water. Maintained a safe and clean environment at all

times. Handled cash, credit and debit cards and personal checks and made the correct change in payment transactions.

Cashier Cook, 08/2008 to 09/2015

Hays Consolidated I.S.D. – Kyle , TX

Prepared food items consistently and in compliance with recipes, portioning, cooking and waste control guidelines. Cooked and served food and meals in accordance with planned menus, diet plans, recipes, portions, temperature control procedures and facility policies. Consistently kept kitchen areas clean and free of debris and water. Maintained a safe and clean environment at all times. Handled cash, credit and debit cards and personal checks and made the correct change in payment transactions.

Patient Care, 09/2012 to 09/2015

Home Health Care – Austin , TX

Worked to improve and enhance patient lives through effective and compassionate care. Assisted disabled clients in any way necessary to facilitate independence and well-being. Supervised daily activities and provided assistance when needed. Administered medication as directed by physician. Assisted residents with bathing, dressing, feeding, lifting and transferring.

Education

Certificate of Completion

TX DSHS License # 64 -- 16025808

**American
Safety Council**

NORMA BAUTISTA

Has diligently and with merit completed the
Texas Online Food Handler Program
from the American Safety Council,
225 E. Robinson St. Suite 570 Orlando, FL 32801


Jeff Pairan

Completed On: 8/24/2018 -- Expires On: 8/24/2020

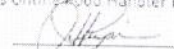
**American
Safety Council**

225 E. Robinson St. Suite 570
Orlando, FL 32801

**Texas Online
Food Handler Program**
TX DSHS License # 64 -- 16025808

This card certifies that:
NORMA BAUTISTA

has completed the
Texas Online Food Handler Program


Jeff Pairan

Completed On: 8/24/2018 -- Expires on: 8/24/2020

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 NORMA BAUTISTA Date: 08/26/2018
 Home Telephone (512) 644-7766 Other Telephone ()
 Present Address 2501 ANKEN DR #1716
 Permanent Address, if different from present address:
 Email Address NORMAJEAN 201888@gmail.com

EMPLOYMENT DESIRED

Position applying for: EVENTS Salary desired: 12th hr.

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? ASAP

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>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>
PM	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:

NONE

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.) _____

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 <u>ANDERSON</u>	CITY & STATE <u>AUSTIN TX</u>	GRADE OR DEGREE COMPLETED <u>11</u>	DID YOU GRADUATE? <u>NO</u>
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	<u>NO</u>
Are you computer literate? If so, list software knowledge under "Special."		YES	<u>NO</u>
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	<u>NO</u>
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	<u>NO</u>
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 HACIENDA DEL TORO

Type of Business RENTAL HALL Telephone No. (512) 653-0410 Supervisor's Name JOSE

Your Position and Duties CLEAN VENUE & CLUB HOUSE ORGANIZE TABLE & CHAIRS
READY FOR RENTAL CATERING WHEN NEEDED.

Dates of Employment: From MARCH To MAY 2018

Reason for Leaving: ONLY TEMPORARY

Name and Address of Employer CALENDER CLUB 6411 BURLESON RD.

Type of Business WAREHOUSE Telephone No. (512) 386-7220 Supervisor's Name RICH BALCUM

Your Position and Duties WEIGH ITEMS IN BOX SCAN & LABEL PUT ON SHIPPING
PALLET

Dates of Employment: From NOV 2017 To JAN 2018

Reason for Leaving: TEMP SEASONAL WORK

Name and Address of Employer ADDECO W. STASSNEY LN.

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Your Hospitality Staffing Professionals

Type of Business WAREHOUSE Telephone No. (866) 528-0707 Supervisor's Name CHRISTI VIGIL
Your Position and Duties SCAN STAR TEST BOOKS CATEGORIES SEND THROUGH CONVEYOR BELT.

Dates of Employment: From 2017 To 2017

Reason for Leaving: SEASONAL

Name and Address of Employer HAYS CONSOLIDATED I.S.D. 21003 IH 35

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

Your Position and Duties CASHIER / COOK PREPARE FOOD FOLLOW RECIPES SERVE MEALS TO STUDENTS CLEAN KITCHEN AREA HANDLE CASH

Dates of Employment: From 2010 To 2015

Reason for Leaving: BABYSIT GRANDCHILDREN

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: AURORA HERRERA Telephone No. (512) 663-5685

Address

Occupation: CASHIER Relationship: FRIEND Number of Years Acquainted: 5

Name: GARY OLIVARES Telephone No. (512) 620-0724

Address

Occupation: CONSTRUCTION Relationship: FRIEND Number of Years Acquainted: 5

Name: MARSHA RUIZ Telephone No. (512) 822-3558

Address

Occupation: HOME / UNEMPLOYED Relationship: FRIEND Number of Years Acquainted: 40

Please Read Carefully, Initial Each Paragraph and Sign Below

NB

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.

NB

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.

NB

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.

NB

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.

NB

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

Norma Baulista

Date

8/26/18

Interview Note Sheet

Applicant Information

Name: <u>Norma Bautista</u>	Interviewer: <u>Griffin Long</u>
Date: <u>8.28.2018</u>	Rate of Pay: <u>\$11</u>
Position (s) Applied for: <u>Event help</u>	Referred by: <u>Craigslist</u>

Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/15	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

- Cook
- Cashier
- Event help

P.O.S. Experience: Y / N details: _____

Transportation

Car

Public Transit

Carpool (Rider / Driver)

Regions Available to work:

Austin

Certifications (if any)

TABC

Food Handler's

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: