

**Carathers, Shereka**  
6709 Wentworth St. #A, Austin, Texas 78724  
[Sherekasavannah335@gmail.com](mailto:Sherekasavannah335@gmail.com), 512-289-2663

## **Objectives**

I am a hard-working and determined person who is dedicated to helping others and being an active participant in my community. I am first a mother who is currently sending her oldest son to Houston Tillotson University, and contribute faithfully to the PTA at my other children's school. I am a strong problem solver and pride myself on being a great communicator. As I continue my life journey, I strive to be a stronger woman and increase my faith in God which will allow me to be a better person.

## **Experience**

Flextronics, Austin, Texas

2016-2017

I worked as a systems operator in a production warehouse. Due to a strict confidentiality clause I am restricted on specifics of what I can disclose about the position. I can say that I worked on a fast pace assembly line where precision and concentration were key to proper production.

Nexxlinx of Austin, Austin, Texas

2011-2015

I worked in the retention department for Time Warner Cable, currently Spectrum. My responsibilities were to problem solve within my limits of how to resolve customers complaints and keep them as a Time Warner Cable consumer. Using the training taught, I worked to make billing affordable and services available to keep the clients satisfied customers.

Eddie Ellis Healthcare Service, Dallas Based

2007-2011

I supervised mentally challenged adults in a group home setting. I made sure their environment stayed safe, medications were properly administered, and the overall wellbeing of the clients were taking care of. I made sure their meals were adequately balanced and they participated in proper exercise to promote proper physical and mental health. After being employed there for 2 years, I was able to join the independent side of the corporation and moved a client into my home for 1:1 living assistance.

## **References**

Christi Freeman, Hannahs Place "A Home of Love"  
512-831-2148

# Interview Note Sheet

## Applicant Information

Name: <u>Sherika Carothers</u>	Interviewer: <u>Griffin Lons</u>
Date: <u>8/29/2018</u>	Rate of Pay: <u>\$11 - \$12</u>
Position (s) Applied for: <u>Concessions</u>	Referred by: <u>Towana Smith</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

EUS

House keeping

P.O.S. Experience: Y / N details: \_\_\_\_\_

## Transportation

<u>Car</u>	<u>Public Transit</u>	<u>Carpool ( Rider / Driver )</u>
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## Regions Available to work:

North Austin

## Certifications (if any)

<u>TABC</u>	<u>Food Handler's</u>	<u>LEAD</u>	<u>Other</u>	<u>Will Submit</u>
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## Availability

<u>Open</u>	<u>AM only</u>	<u>PM only</u>	<u>Weekdays only</u>	<u>Weekends only</u>
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Details:

## Uniforms Owned:

<u>Bistro</u>	<u>Black Bistro</u>	<u>Tuxedo</u>	<u>1/2 Tuxedo</u>	<u>Black Vest</u>	<u>Long Black Tie</u>
<u>Chef Coat</u>	<u>Chef Pants</u>	<u>Knives</u>	<u>Black Pants</u>	<u>Non-Slip Shoes</u>	<u>Bow Tie</u>

<u>Would you recommend this applicant for Acrobat Academy?</u>	<u>Convention Candidate?</u>	<u>Other Languages Spoken:</u>
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## 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 Sherika Savannah Date: 8/29/18  
 Home Telephone 512/289-2663 Other Telephone (    )     
 Present Address 1800 Patton Ln # 103  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address SherikaSavannah335@gmail.com

### EMPLOYMENT DESIRED

Position applying for: \_\_\_\_\_ Salary desired: 9.50

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? \_\_\_\_\_

*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 <u>AVAILABLE</u> <u>DAILY</u>	<u>SUNDAY</u>	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>
AM							
PM							

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

Yes  No

If hired, can you present evidence of your legal right to live and work in this country? Yes  No

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.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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?
McCallum	Austin TX	12	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** \_\_\_\_\_

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

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

\_\_\_\_\_

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: \_\_\_\_\_

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

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

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

Telephone No. (\_\_\_\_) \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

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

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: Leslie Walker Telephone No. 512.712.6668

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: cousin Friend Number of Years Acquainted: 19

Name: Wainell Wilson Telephone No. 419.789.6793

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: cousin Friend Number of Years Acquainted: 20

Name: Mantitha Canavities Telephone No. 512.821.3837

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: Friend Number of Years Acquainted: 10

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

*SL*  
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.

*SL*  
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.

*SL*  
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.

*SL*  
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.

*SL*  
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

*Shereka*

Date

*8/20/18*