

**Damaris Orta**  
**10 Carnegie Avenue**  
**East Orange NJ, 07018**  
**Damarisol49@gmail.com**  
**(754) 802-5887**

**Career Objective** Seeking a sales job that offers a vibrant workplace where I can use my solid sales experience and proven customer-relationship strengths to achieve challenging sales goals.

**Work Experience**

**Jan 2018-Present**

**PNC Bank**

**Avenel, NJ**

*Teller*

- Referred customers to line of business partners for higher lending needs, investments, and mortgage services. Resulting in increased revenue.
- Assisted clients in both the drive through and counter areas.
- Educated customers on online service offerings and mobile apps, helped account holders access technology to enhance banking convenience via multiple self-service channels.
- Ability to work with money transactions with a high degree of accuracy.
- Accurately process customer transactions i.e. deposits, transfers, withdrawals. Float in multiple PNC branches to help when needed.

**Pandora Jewelry**

**Aug 2017- Feb 2018**

**Edison, NJ**

*Sales Associate*

- Shared product knowledge with customers while making personal recommendations, and forming professional relationships with customers.
- Consistently improved the level of customer satisfaction and outperformed daily sales targets.
- Maintain knowledge of current sales and promotions, maintain pricing and marketing standards.
- Participate in visual directives including setting planograms, zone maintenance, and cleaning standards.
- Perform various sales and register transactions including ringing purchase, processing of cash or credit payments and counting money.

**Outback Steakhouse**

**June 2016- Feb 2017**

**Plantation, FL**

*Cook/Line Cook*

- Followed proper food handling methods and maintained correct temperature of all food products.
- Provide nutritious, safe, visually appealing, innovating and properly prepared and flavored food.
- Responsible for expediting food to the front of the house.
- Expert in final plate preparation with authentic presentation
- Consistently kept a clean and safe environment by adhering to all federal, state and local sanitation and safety requirements.

**Wells Fargo**

**Dec 2015-June 2016      Emerald Hills, FL**

*Teller*

- Consistently ranked as top one or two referral producer at the Emerald Hills branch. Referrals translated into new checking account relationships as well as investment appointments for relationship bankers.
- Ability to provide excellent customer service while also being able to uncover needs for existing and new clients.
- Responsible for daily proof of the main vault, coin vault, also my cashbox.
- Provide customers with daily solutions for convenience and easy access to their money and security i.e. online banking services.
- Recorded all transactions in compliance with bank procedures.

**Jan 2014- Nov 2015**

**Limoncello**  
**Aventura, FL**

*Sous Chef*

- Prepared meals and menus for Limoncello, the plaza's high end restaurant.
- Supervised meals accordingly, matching needs and tastes to individual guests.
- Designed and prepared meals for personal and corporate events held at the restaurant.
- Managed relationships with vendors, ensuring access to fresh foods and the best equipment and resources for cooking.
- Assist and support the executive chef in routine and additional tasks.

**Jan 2013- Jan 2014**

**Limoncello**  
**Aventura, FL**

*Cashier/Head Cashier*

- Processed transactions quickly and efficiently, maintained a friendly and cordial relationship with the customers by greeting them and assisting them with all relevant issues.
- Responsible for daily proof of cash box.
- Maintained registers and all books related to cash transactions and kept them up to date.
- Worked closely with new hired and helped them with the adoption of company work ethics and behaviors.

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**Skills-** Proficient in Microsoft word, Excel.

Typing: 70wpm

Bilingual: English, Spanish

**Education-** ATI College  
Miami FL

**References-** Furnished upon request.



Debbie McKee &lt;debbie@acrobotoutsourcing.com&gt;

## Re: Employment Application New Jersey

JotForm <noreply@jotform.com>  
Reply-To: damarisol49@gmail.com  
To: debbie@acrobotoutsourcing.com, josephine@acrobotoutsourcing.com

Wed, Sep 5, 2018 at 3:16 PM



### Employment Application New Jersey

First Name	damaris
Last Name	orta franco
E-mail Address	<a href="mailto:damarisol49@gmail.com">damarisol49@gmail.com</a>
Phone	7548025887
Address	10 carnegie ave
Unit or Number	apt 6
City, State	east orange
Zip Code	07018
What region(s) are you applying to work within?	New Jersey
Which position(s) are you applying for?	Cook Barback
Are you applying for:	Part-Time
When can you start?	09-10-2018
Can you work overtime?	Yes
How did you hear about us?	Craigslist
If you were referred, please tell us by whom:	
What days/times can you work? Select all that apply:	Monday AM Tuesday AM Wednesday AM Thursday AM Friday AM Saturday AM
Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)	yes i do by march i already have tickets purchase to florida and april as well
Have you ever applied to or worked for Acrobat before?	No
Do you have any friends or relatives working for	no

Acrobat? If so, please let us know who:

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

State age if under 18. If you are under 18, hire is subject to verification that you are of minimum age to work. 35

Are you able to perform the essential functions of the job for which you are applying? Yes

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.)

Name of School high school bronx community heigth high school

City & State ny

Grade/Degree 12

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") Yes

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

Special: i have salad,grill, sauted, really good customer service experience as well and kitchen supervisor as well

Are you currently employed? No

Can we contact your current employer? Yes

Name and Address of Employer pnc bank

Type of Business bank

Phone Number 18887622265

Your Position & Duties teller cash register and able to balance cash box at the end of my shift

Date of Employment (from/to): jan 22,2018

Reason for Leaving personal emergency

Still Employed: No

Name and Address of Employer

Type of Business

Phone Number

Your Position & Duties

Date of Employment (from/to):

Reason for Leaving

Still Employed:

Name and Address of Employer

Type of Business

Phone Number

Your Position & Duties

Date of Employment (from/to):

Reason for Leaving

Still Employed:

Have you ever been fired from a previous place of employment? If yes, please explain: no

Have you obtained any special skills or abilities as the result of service in the military? If yes, please explain: no

First Name francisco

Last Name velez

E-mail Address franciscovelez430@gmail.com

Phone 7188440850

Relationship: friend

Years Acquainted: 3

First Name humberto

Last Name sampedro

E-mail Address

Phone 9545301510

Relationship: friend

Years Acquainted: 14

First Name

Last Name

E-mail Address

Phone

Relationship:

Years Acquainted:

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,

(Checked box indicates acknowledgement)

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.

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):

damaris orta franco

Date: 09-05-2018

Please Attach Resume  
Below

You can edit this submission and view all your submissions easily.

# Interview Note Sheet

Applicant Information		Interviewer: <u>Debbie McKee</u>															
Name: <u>Demaris</u>	Date: <u>9/15/18</u>	Rate of Pay: <u>13.00 pup / 14 hr + fuel</u>															
Position (s) Applied for: <u>Cashier</u>		Referred by: <u>→ coml / inel/pupl/gm1</u>															
Test Scores				Secting													
Server	/35	% Bartender	/30	%	<input checked="" type="checkbox"/> Full-Time												
Prep Cook	/15	% Barista	/10	%	<input checked="" type="checkbox"/> Part-Time												
Grill Cook	/40	% Cashier	/10	%													
Dishwasher	/10	% Housekeeping	/16	%													
Relevant Experience & Summary of Strengths																	
Total of <u>5+</u> in Food Service																	
<p><u>Moved from Florida -</u></p> <p><u>Comfortable at the grill -</u></p> <p><u>Excellent knife skills -</u></p> <p><u>Open availability. Comfortable 35-40 minutes.</u></p>																	
<p>P.O.S. Experience: <u>Y / N</u> details: _____</p>																	
<p>Transportation: <input checked="" type="checkbox"/> Car      Public Transit      Carpool ( Rider / Driver )</p>																	
<p>Regions Available to work:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">North NJ</td> <td style="width: 25%;">South NJ</td> <td style="width: 25%;">Central NJ</td> <td style="width: 25%;">Jersey Shore</td> </tr> </table>						North NJ	South NJ	Central NJ	Jersey Shore								
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<p>Would you recommend this applicant for Acrobat Academy?</p>																	
Convention Candidates? _____																	
Other Languages Spoken: _____																	