

Patricia Kay Leal

2809 W William Cannon #D-308, Austin, Texas 78745
(512) 964-5085 lealtricia@aol.com

Professional Work Experience:

Texas Department of Licensing and Regulation

(512) 463-6599

Administrative Assistant III Oct 17, 2016 - April 30, 2018

- Performed mail operations, received, opened and date stamped incoming mail. Logged and tracked incoming mail into Excel spreadsheet.
- Validated money and non-money mail batches and data entered into various agency systems.
- MS Office (MS Word, Excel, Outlook, PowerPoint, Internet, Adobe, etc).

Express Employment Professionals

(512) 900-8708

Administrative Assistant Sep 30, 2016 - Oct 14, 2016

- Assistant and clerical for engineering firm, Neptune Wilkinson Associates Incorporated.
- Experience working with highly confidential records and information.
- Experience providing assistance to customers via direct contact, E-mail, or telephone.
- Word and Windows, Excel, WordPerfect.

BG Staffing

(512) 481-1234

Apartment Leasing Agent Mar 01, 2015 - Sep 30, 2015

- Leasing office duties, including verifications and leasing.
- MS Office (MS Word, Excel, Outlook, Yardi).

Texas Comptroller of Public Accounts

(512) 463-3892

Executive Assistant January 1, 1995 – October 30, 1997

- Performed tax research and technical writing including primarily performing highly advanced, complex administrative duties directly for a Tax Policy Manager; and provided support and/or direction to staff as needed in a very busy, multiple projects/deadline, detail oriented, and highly confidential environment.
- Dependability in handling highly confidential matters, and the ability to communicate professionally with the general public, taxpayers, attorneys, accountants, internal staff, verbally in person and over the telephone and in writing via email and correspondence letter.
- Responsible for prioritizing the needs of the Manager regarding meetings, timeframes, travel, and deadlines.
- Attended meetings, recorded minutes and distributes meeting notes.
- MS Office (MS Word, Excel, Outlook, PowerPoint, Internet, Adobe, etc).

Texas Comptroller of Public Accounts

(512) 475-3560

Accounts Examiner

July 1, 1992 – December 31, 1994 & November 1, 1997 - May 12, 2014

- Examined confidential records, tax reports, and documentation submitted by taxpayers and their representatives.
- Examined taxpayer accounts to ensure proper application of payments.
- Provided complex technical advice and assistance to customers in person, via E-mail, or telephone concerning requests for service.
- Interpreted and explained rules, regulations, policies and procedures of the State of Texas to taxpayers in a heavy volume, fast paced environment.
- Investigated calls concerning status of applications and took appropriate action to insure customer inquiry is resolved.
- Researched, analyzed, validated and processed applications for sales tax.
- MS Office (MS Word, Excel, Outlook, PowerPoint, Internet, Adobe, etc).

Education:

Texas State University
San Marcos, Texas

(formerly Southwest Texas State University)

Graduated 1982

Bachelors Degree

Acrobat

outsourcing

Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco CA 94107

First and Last Name: Patricia Leal
Email: lealpatricia@aol.com
Phone number: 512 964 5085

Working Experience:

Company Name: Texas Department of Licensing & Regulation
Dates of Employment: 10/17/16 - 4/30/18

Job Responsibility:

- Performed mail operations, received, opened and date stamped incoming mail, logged and tracked incoming mail into Excel spreadsheet.
- Validated money and non-money mail batches and data entered into various agency systems.

Company Name: Express Employment Professionals
Dates of Employment: 9/30/16 - 10/14/16

Job Responsibility:

- Assistant & clerical for engineering firm, Regence Wilkinson Assoc. Incorp.
- Experience working with confidential records and info.
- Experience providing assistance to customers via direct contact E-mail & telephone.

Company Name: BB Staffing
Dates of Employment: 3/1/15 - 9/30/15

Job Responsibility:

- Leasing office duties, including verifications & leasing.
- MS Office (Word, Excel, Outlook, Yardi)
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Skills

- Excel, MS Word, Outlook, Yardi, Word Perfect
- Internet, Quick Books, Adobe
- 50 wpm typing
- Data Entry

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 Patricia Neal Date 9-14-18
 Home Telephone () Other Telephone 512-964-5085
 Present Address 2809 W. William Cannon Apt. D308 Austin Tx. 78745
 Permanent Address, if different from present address: N/A
 Email Address lealtricia@aol.com

EMPLOYMENT DESIRED

Position applying for: HT Games and other events Salary desired: 10.00 to 11.00 /hrly
 Are you currently registered with any staffing and/or employment agencies? If so, please list
HT Group

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: Indefinite To:

How did you find out about our open position? (Please check fill in proper name of source):

Referral ☐ Name of Referral Craiglist 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	8:00 am	8:00 am	8:00	8:00	8:00	8:00	8:00
PM	5:00 pm	12:00	12:00	12:00	12:00	12:00	12:00
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>NO</u>							

PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes ☐ No ☒ If yes, when? N/A

Do you have friends or relatives working for Acrobat Outsourcing? Yes ☐ No ☒ If yes, please state name and relationship
N/A

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 N/A. 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.)

N/A

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?
Boymiller High School	Corpus Christi Texas	Degree Completed	1978
Do you have any special licenses, certificates or special training? If so please list under "Special."		Teaching Certificate	YES
Are you computer literate? If so, list software knowledge under "Special."			YES
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."			YES
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
Special: Have worked UT games before + many events in Austin.			

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 ☒ 920 Colorado Austin TX

Name and Address of Employer: I am retired from the State of Texas Department of Licensing & Reg.

Type of Business: Admin. Assist. Telephone No: 512-463-6599 Supervisor's Name: Gori Walker

Your Position and Duties: See Resume / front page

Dates of Employment: From 10/12/16 To 4/30/18

Reason for Leaving: Retired

Name and Address of Employer: Express Employment Prof. Austin Tx.

Type of Business: Admin. Assist. Telephone No: 512-900-8708 Supervisor's Name: ?

Your Position and Duties: See Resume / front page

Dates of Employment: From 9/30/16 To 10/14/16

Reason for Leaving: go back to work for State

Name and Address of Employer: Staffing - Austin Tx.

Type of Business Staffing Telephone No. 512-481-1234 Supervisor's Name Various

Your Position and Duties See Resume / First Page

Dates of Employment: From 3/1/15 To 9/30/15

Reason for Leaving: To Return to work for State of Texas

Name and Address of Employer Texas Comptroller of Public Accounts

Type of Business State Taxes Telephone No. 512-463-3892 Supervisor's Name Karen Howard

Your Position and Duties See Resume /

Dates of Employment: From 1/1/95 To 10/30/97

Reason for Leaving: To pursue other opportunities

Have you ever been fired from any previous place of employment? If so, please explain: NO

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: Jerry Garcia Telephone No. 512-922-1678

Address Human Resources /

Occupation: Texas Comm. Relationship: Supervisor Number of Years Acquainted: 18 yrs.

Name: Hayden Denham Telephone No. 512-497-8248

Address Realtor Post Comp.

Occupation: Manager / Tax Policy Relationship: Manager / Tax Policy Number of Years Acquainted: 22 plus yrs.

Name: Molly Dadozo Telephone No. 512-680-1370

Address Accounts

Occupation: Examiner of Relationship: Co-Worker Number of Years Acquainted: 13 plus yrs.

Comptroller of Public Accts. Team Lead

Please Read Carefully, Initial Each Paragraph and Sign Below

RS 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.

RS 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.

RS 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.

RS 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.

RS 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

Patricia Seal

Date

9-14-18

Interview Note Sheet

Applicant Information	
Name: <u>Patricia Leal</u>	Interviewer: <u>Griffin Long</u>
Date: <u>9/14/2018</u>	Rate of Pay: <u>\$11-\$12</u>
Position (s) Applied for: <u>CONCESSIONS</u>	Referred by:

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

Seeking:
Full-Time
<u>Part-Time</u>

Relevant Experience & Summary of Strengths	
<p>- Stadium</p> <p>- Events</p> <p>-</p>	<p style="text-align: right;">Total of _____ in Food Service/Hospitality</p>
<p>P.O.S. Experience: <u>Y</u> / <u>N</u> details: _____</p>	

Transportation		
<u>Car</u>	Public Transit	Carpool (Rider / Driver)

Regions Available to work:	
<u>Austin</u>	

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

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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