

Laurel Goddard

Email: laurelgod16@gmail.com

Phone: (512)-363-2479

Professional Profile

I've worked in the hospitality industry for over 15 years. I'm known for being very personable and an extremely hard worker. I have a proven track record for increasing sales in every hospitality setting I've worked. I'm extremely coachable, possess a strong desire to learn, and embrace the challenge of conquering new opportunities. All of these qualities would make me a valuable asset to your organization. Other qualities that can be used to describe me are:

Positive attitude
High energy
Personable
Team player

Quick learner
Reliable
Strong work ethic
Intuitive, independent

Business Experience

Sweet Tooth Dental
Austin, TX - 12/17-present
Front Desk Administrator

Responsibilities:

Greet and check in patients for their dental visits
Book appointments over the phone and in person
Take payment and explain balances to patients
Confirm appointments and maintain follow up with patients for future visits
On the ground marketing to promote practice
Maintain a positive attitude and help put patients mind at ease

Summit Rooftop Lounge
Austin, TX - 9/2013- 12/2017

Bottle Service Waitress/ VIP Hostess/Bartender

Responsibilities:

Greet and seat customers in a timely fashion with a smile
Provide a top level of service
Meet the needs of VIP clientele
Serve and maintain bottle service tables/customers at bar
Train new additions to staff
Set up and closing duties including cleaning
Weekly online promotions as well as person outreach within the community
Maintaining and developing clientele

Wu Chow
Austin, TX - 11/2014-7/2016
Server

Responsibilities:

Helped open the restaurant for it's first day of service
Created the customers with a smile in a timely manner
Explained in detail menu items and concept of restaurant
Completed service to the table quickly and efficiently from the bar and kitchen
Set up restaurant and performed close out each shift
Attended continuing education seminars on wine knowledge and new menu items

Education

Attended Texas State University majoring in Political Science with an International Relations Minor. San Marcos, TX 2010-2014

2004 Fort Collins High School, Fort Collins, CO

Graduated with 3.1 Cumulative GPA, Team Captain High School Girls Golf Team 2000-2004

References

Dave Hur (512)567-6684
Former General Manager of Speakeasy in Austin, TX
Michael Giard (512) 789-7890
Owner of Giard Diversified Investors; Speakeasy
Annie Parmelly (512) 689-2566
Bottle Service Manager of Summit in Austin, TX
CK Chin (979) 777-9777
Owner of Wu Chow in Austin, TX



Submission Date 09-13-2018 13:20:53

First Name

Laurel

Last Name

Goddard

E-mail Address

laurelgod16@gmail.com

Phone

5123632479

Address

2002 Winsted Lane

Unit or Number

Back

City, State

Austin

Zip Code

78703

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

- Austin

Which position(s) are you applying for?

- Server
- Bartender

Are you applying for:

- Part-Time

When can you start?

📅 Saturday, September 15, 2018

Can you work overtime?

Yes

How did you hear about us?

- Referral

If you were referred, please tell us by whom:

Aaron Marcel Willridge

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

- Wednesday PM

- Thursday PM
- Friday PM
- Saturday AM
- Saturday PM
- Sunday AM
- Sunday PM

Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)

Yes to visit my family, Nov 22-26 for Thanksgiving and Dec 24-31st for Christmas.

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:

Aaron Marcel Willbridge
Kelli Cupples

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.

Texas

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

Yes

Name of School

Texas State University

City & State

San Marcos, TX

Grade/Degree

Undergraduate in political science and international relations.

Graduated?

No

Do you have any special licenses? (If so, label under "Special")

Yes

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:

TABC & Food Handlers
Word, Excel, Google Docs
Aloha, Revel, Square, Micros, Dinerware

Are you currently employed?

Yes

Can we contact your current employer?

Yes

Name and Address of Employer

Sweet Tooth Dental
515 South Congress Ave #107
Austin, TX 78704

Type of Business

Dental Office

Phone Number

512-448-9669

Your Position & Duties

Front Desk Administrator

Date of Employment (from/to):

12/4/2017-present

Reason for Leaving

I do not plan on leaving this job.

Still Employed:

Yes

Name and Address of Employer

Summit Lounge
120 W. 5th Street
Austin, TX 78701

Type of Business

Night Club

Phone Number

5126892566

Your Position & Duties

VIP Bottle Service Server
waited on VIP tables as their own person bartender, created an atmosphere conducive to sales. Set up /
take down and trained employees in a high volume club. Maintained relationship and contact for repeat
business.

Date of Employment (from/to) :

8/15/2013-12/5/2017

Reason for Leaving

Decided to start working during the day and had another opportunity come my way.

Still Employed:

No

Name and Address of Employer

Haven Nightclub
409 Colorado St.
Austin, TX 78701

Type of Business

Nightclub

Phone Number

5126892566

Your Position & Duties

Tended bar and worked as a bottle service waitress. Greeted and served customers in a timely fashion
with a high level of service. Set up/ take down in a high volume club, also trained new employees.

Date of Employment (from/to) :

11/2011- 7/2013

Reason for Leaving

management change, followed my boss to another bar to help open it. (Summit) Haven has since gone
out of business.

Still Employed:

No

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:

n/a

First Name

Neil

Last Name

Patel

E-mail Address
neilpateldds@gmail.com

Phone
2103552601

Relationship:
Current Boss/ Doctor

Years Acquainted:
7

First Name
Annie

Last Name
Parmelly

E-mail Address
annieparm@gmail.com

Phone
5126892566

Relationship:
Friend/ previous boss

Years Acquainted:
8

First Name
Kofi

Last Name
Hur

Phone
5125676684

Relationship:
Friend / old boss- Speakeasy

Years Acquainted:
13

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):

Laurel Goddard

Date:

Thursday, September 13, 2018