

Interview Note Sheet

Applicant Information	
Name: <u>Alondra Suarez</u>	Interviewer: <u>Alondra</u>
Date: <u>11/10/2018</u>	Rate of Pay:
Position (s) Applied for: <u>Cashier / concessions</u>	Referred by:

Test Scores					
Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
Full-Time
Part-Time

Relevant Experience & Summary of Strengths

Knife Skills	Total of _____ in Food Service
<div style="position: relative;"> <div style="position: absolute; top: 10%; left: 10%; font-size: 2em;">event staffing</div> <div style="position: absolute; top: 20%; left: 10%; font-size: 1.5em;">P/T only</div> <div style="position: absolute; top: 30%; left: 10%; font-size: 1.5em;">@ levi's</div> </div>	
Cuisines	
1	
2	
3	
Stations:	
1	
2	
3	

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

Transportation
<input checked="" type="radio"/> Car <input type="radio"/> Public Transit <input type="radio"/> Carpool (Rider / Driver)

Regions Available to work:
<input type="radio"/> SF City <input type="radio"/> SF North <input checked="" type="radio"/> SF Peninsula <input type="radio"/> East Bay <input type="radio"/> Outer East Bay
<input checked="" type="radio"/> San Jose <input type="radio"/> South San Jose <input checked="" type="radio"/> SJ Peninsula

Certifications (if any)
<input type="checkbox"/> TIPS <input type="checkbox"/> Serv-Safe <input type="checkbox"/> LEAD <input type="checkbox"/> Other <u>FHC</u> <input type="checkbox"/> Will Submit

Availability
<input checked="" type="radio"/> Open <input type="radio"/> AM only <input type="radio"/> PM only <input type="radio"/> Weekdays only <input type="radio"/> Weekends only

Details: _____

Uniforms Owned:
<input type="checkbox"/> Bistro <input type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie
<input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input type="checkbox"/> Black Pants <input type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie <input type="checkbox"/> Other: _____

Would you recommend this applicant for Acrobat Academy?	Convention Candidate?	Other Languages Spoken:
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Full Name Alondra Suarez Date: 11/10/18
Home Telephone (707) 775-0016 Other Telephone (____)
Present Address 408 S. 8th Street, San Jose 95112 CA
Permanent Address, if different from present address: 2980 West Steele Lane, Santa Rosa CA 95403
Email Address alondra suarez22@yahoo.com

EMPLOYMENT DESIRED
Position applying for: Cashier Salary desired: \$16.00/hr

Are you currently registered with any staffing and/or employment agencies? If so, please list
No

Are you applying for: Full-time work? Yes ___ No X Part-time work? Yes X No ___

Temporary work, e.g., summer or holiday work? Yes ___ No X From: _____ To: _____

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

Referral ☒ Name of Referral Andrea Vazquez Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☐
Other Web Posting ☐ Other Source ☐

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
San Jose State	San Jose, CA	first year	currently enrolled
Santa Rosa High School	Santa Rosa, CA	high school diploma	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: Excel, microsoft word, point of sale system under Chartwells, experience as barista			

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 Chartwells 1 Washington Square San Jose, CA 95192

Type of Business Corporate food service Telephone No. (408) 924-1834 Supervisor's Name Lura Noyes

Your Position and Duties barista and cashier - responsible for making drinks to Starbucks standard and completing transactions

Dates of Employment: From 2/12/18 To current date Weekly Pay: Starting 13.50/hr Ending 13.50/hr

Reason for Leaving: hours not sufficient for living circumstances

Name and Address of Employer _____

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

Your Position and Duties _____

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Acrobat

outsourcing
Your Hospitality Staffing Professionals

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

Your Position and Duties _____

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

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 _____ Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

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 X
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: Lura Noyes Telephone No. (650) 773-2519

Address: 1 Washington Square San Jose, CA 95192

Occupation: Starbucks Manager Relationship: Manager Number of Years Acquainted: 1

Name: Emily Marsh O.D. Telephone No. (707) 888-5335

Address: 2655 Cleveland Ave, Santa Rosa, CA 95403

Occupation: Doctor of optometry Relationship: Employer/mentor Number of Years Acquainted: 4

Name: _____ Telephone No. (____) _____

Alondra Suarez
1 Washington Square, San Jose, CA 95192
(707) 775-0016
alondrasuarez22@yahoo.com

February 4, 2018

An ambitious person with a desire to succeed in all tasks assigned and excellent in working with others to reach a certain objective. Three years of experience shadowing and working at EOS Eyecare. Administrative responsibilities such as registering patient's insurance, pricing lenses, organizing charts, filing and updating patient's medical records. Worked as an optometric technician performing color vision testing (ISH), depth perception testing ("stereo"), using the autorefractor to retrieve measurements, working with the NCT, used the FDT, and used the fundus camera to capture images of patients' retina. I also have experience in a clerical position, great customer service skills, as well as translating for Spanish speaking patients. My most recent position has been working under Spartan Shops for Starbucks.

Professional Skills

- Fluent in Spanish and English.
- Budgeting experience through coordinating club events.
- Event coordinating.
- Knowledge of the field of optometry.
- Experience in a professional medical office.
- Bookkeeping experience for family business.
- Barista experience

Community Service

- Coordinating fundraising events such as a multicultural week event and bake sales for school clubs.
- Volunteered at Redwood Food Bank throughout high school career
- Set up and assisted at the March of Dimes for six hours on April 23, 2016

Education

Santa Rosa High School	2013 - June 2017
Santa Rosa Junior College	Summer 2016, 2017 Spring 2017
San Jose State University	August 2017- Current date