

## Interview Note Sheet

### Applicant Information

Name: <u>Monica Suarez</u>	Interviewer: <u>Aura</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

event staffing

#### Cuisines

1  
2  
3

P/T only

@ Leni's

#### Stations:

1  
2  
3

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

### Transportation

<input checked="" type="checkbox"/> Car	Public Transit	Carpool ( Rider / Driver )
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### Regions Available to work:

SF City	SF North	SF Peninsula	East Bay	Outer East Bay
San Jose	South San Jose		SJ Peninsula	

### Certifications (if any)

TIPS	Serv-Safe	LEAD	Other <u>FHC</u>	Will Submit
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### Availability

<input checked="" type="checkbox"/> Open	AM only	PM only	Weekdays only	Weekends only
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Details:

### Uniforms Owned:

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

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

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 suarez 22@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: \_\_\_\_\_

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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) 773-2579

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

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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

San Jose State University

Spring 2017

August 2017- Current date