Olga Janeth Jaramillo

30 Cedar Lane, Apt C Highland Park NJ, 08904
oljajar@hotmail.com
732-218-2145

EDUCATION

Rider University, Lawrenceville, NJ
Bachelor of Science in Business Administration, *December 2018*
Major: Marketing

PROFESSIONAL EXPERIENCE

Loucas Restaurant, Edison, NJ
Server, July 2012 – November
- Anticipated guests needs and provided quality service

Atrium Staffing, Iselin NJ
Bed Bath and Beyond- Port Reading NJ
Human Resources Assistant, Temp - November 2016 to January 2017
- Participating in recruitment efforts
- Scheduling job interviews and assisting in interview process
- Assistance with the orientation process
- Collecting employment and tax information
- Filling/Faxing
- Entering data- Excel, Cronos

Infinite Direct Inc. New Brunswick, NJ
Human Resources Administrator, January 2016 – November 2016
- Responsible for the office day-to-day operation
- Provide administrative support to company management
- Recruit potential candidates for the company
- Coordinate administrative activities

Olive Garden- Darden Company
Server, January 2011- July 2012
- Anticipated guests needs and provided quality service

Subway Restaurant, North Brunswick NJ
Assistant Manager, May 2009 – August 2011
- Supervised arrival of deliveries
- Trained new members
- Opened and closed the restaurant
- Responsible for daily cash register

SKILLS
- Bi-lingual English/Spanish
- Computer expertise: Word, Power Point, Basic Excel, Access, Recruiting, Windows

Acrobat
outsourcing
Your Hospitality Staffing Professionals

Debbie McKee <debbie@acrobatoutsourcing.com>

Re: Employment Application New Jersey

JotForm <noreply@jotform.com>
Reply-To: oljajar@hotmail.com
To: debbie@acrobatoutsourcing.com, josephine@acrobatoutsourcing.com

Wed, Dec 5, 2018 at 10:20 AM

Employment Application New Jersey

First Name	Olga
Last Name	Jaramillo
E-mail Address	oljajar@hotmail.com
Phone	7322182145
Address	6 redcliffe ave
Unit or Number	1C
City, State	Highland Park
Zip Code	08904
What region(s) are you applying to work within?	New Jersey
Which position(s) are you applying for?	Server
Are you applying for:	Full-Time Part-Time
When can you start?	06-25-1987
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:	Tuesday PM Wednesday PM Thursday PM Friday AM 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)	
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:

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.

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	Rider University
City & State	NJ
Grade/Degree	Marketing
Graduated?	Yes
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:	Bartending license, word, excel, recruiting, power point among others
Are you currently employed?	No
Can we contact your current employer?	Yes
Name and Address of Employer	Loucas Restaurant
Type of Business	Restaurant

Phone Number	732-642-6231
Your Position & Duties	Server- trainer
Date of Employment (from/to):	2012-Nov, 2018
Reason for Leaving	Personal
Still Employed:	No
Name and Address of Employer	Due Mari
Type of Business	Restaurant
Phone Number	
Your Position & Duties	food runner
Date of Employment (from/to):	Nov, 2018- present
Reason for Leaving	Not what I expected
Still Employed:	Yes
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:	
Have you obtained any special skills or abilities as the result of service in the military? If yes, please explain:	
First Name	Berrak
Last Name	Canova
E-mail Address	berrakcanova@yahoo.com
Phone	732-781-8109
Relationship:	Friend
Years Acquainted:	9
First Name	
Last Name	
E-mail Address	
Phone	
Relationship:	

Years Acquainted:

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):

Olga Jaramillo

Date:

12-05-2018

Please Attach Resume Below

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