

Interview Note Sheet

Name: <u>William DeRobertis</u>	Interviewer: <u>Jennifer Tucker</u>
Date: <u>1/4/19</u>	Rate of Pay: <u>\$14</u>
Position (s) Applied for: <u>Banquet Server</u>	Referred by:

Test Score		Section	
Server	/35	% Barender	/30
Prep Cook	/15	% Barista	/10
Grill Cook	/40	% Cashier	/10
Dishwasher	/10	% Housekeeping	/15

Full-Time
Part-Time

Availability - <u>Open</u>		Total of _____ in Food Service
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Up to 30 minute travel

Experience - Ramanda - Banquet Serving } Beer / Wine
 The Holiday Inn - Banquet Serving }

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

Car	Public Transit	Carpool (Rider / Driver)
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North NJ	South NJ	Central NJ	Jersey Shore
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TIPS	Serv-Safe	LEAD	Other _____	Will Submit
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Open	AM only	PM only	Weekdays only	Weekends only
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Details:

Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie
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Chef Coat	Chef Pants	Knives	Black Pants	Non-Slip Shoes	Bow Tie	Other: _____
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Would you recommend this applicant for Albert Academy?	Convenient Candidate?	Other Languages Spoken:
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William M DeRoberts Resume

WILLIAM M. DeROBERTS

631 Cornelia Street

Boonton, NJ 07005

<http://www.linked.com/in/willderoberts>

Home: (973) 263-1026

Mobile: (973) 449-5133

wderober@verizon.net

SUMMARY

Senior IT Analyst with expertise in Payroll and HRIS systems. Served as Lead Analyst for development and support of PeopleSoft Payroll module, while also providing supplemental technical support for other PeopleSoft modules including: Core Human Resources, Compensation, Training, Benefits, Pension, and Employee Health and Safety. Proven ability to work cooperatively with internal customers as well as third party vendors in order to meet project requirements and deadlines.

IT SKILLS

Technical and functional knowledge of PeopleSoft Human Resources ver 9.0, Benefits, Payroll and Training modules. Proficient in PeopleTools ver 8.59, PeopleCode, PeopleSoft upgrades, Data Mover, SQR/SQL, Unix, Oracle, STAT, PGP, SFTP, TSO, MVS/JCL, IBM Datacap 8.1. Experienced with COBOL, Application Engine and Unix Shell Scripting

PROFESSIONAL EXPERIENCE

GAF, Parsippany, NJ

Datacap Administrator/PeopleSoft Developer - Contractor 2012 - January 2017

IBM Datacap Document Imaging Capture system administer. Responsible for the automation of 250+ fax orders per day into PeopleSoft Order Management module.

- * Created Datacap Disaster Recovery system
- * Technical lead on Datacap 7.6 to 8.1 upgrade project
- * Follow through on assigned PeopleSoft ERP assignments. Customizing system and troubleshoot various issues

HOFFMANN-LA ROCHE INC., Nutley, NJ 1995 - 2012

Senior IT Analyst

Maintain primary/lead responsibility for the PeopleSoft Payroll module (e.g., analysis, design, programming, testing and follow-up troubleshooting) supporting an employee population of 8,000. Collaborate with Human Resources team, programmers, and external vendors to support and enhance other PeopleSoft modules used at Roche (e.g., Core HR, Compensation, Benefits, Pension, Training, Time and Labor, Employee Health and Safety).

- * Served as a technical lead on a 12-person team that implemented PeopleSoft payroll module. Moved data from legacy Cyborg batch processing system.

William M DeRoberts Resume

- * Collaborated with Payroll, Compensation, Training and other HR functions to develop effective, customized solutions utilizing PeopleCode, Application Engine, SQR and Application Designer:

- Programmed new interface with files and user reports between PeopleSoft and Taleo recruiting software, working closely with vendor and the HR team during a two-month Taleo implementation. Performed user acceptance testing (UAT) prior to go-live, performing all duties within project timelines.

- Performed programming to enable interface between Roche and Gelco/Concur, an online travel reimbursement system which made direct payment into employees' personal bank accounts. Worked with internal travel department and vendor, ensuring system rollout was completed on-time.

- * Collaborated with the Human Resources team and other IT staff to support and continually enhance the PeopleSoft application across multiple modules.

- * Key member of a team that installed and upgraded PeopleSoft Payroll, HR & Benefit modules. As Roche acquired four additional companies (representing 1,000 new employees), integrated those new populations into PeopleSoft as well.

- * Provided technical and functional support for analysis and corrective action for problems arising within the PeopleSoft application.

- * Wrote technical specifications and design documents that were clear and reflective of business requirements.

- * Implement ADP module

OTHER RELATED EXPERIENCE

THE NEW YORK TIMES COMPANY MAGAZINE GROUP, New York, NY
Systems Consultant

Held lead responsibility for Cyborg Payroll, Human Resource and Benefit modules.

- * Developed and maintained Cyborg Payroll and Human Resource systems for two divisions totaling 1,100 employees. Managed all year-end processing, user requests, troubleshooting, and software upgrades.

- * Developed a General Ledger interface from Cyborg to McCormack & Dodge system.

- * Instructed "User Method Code" sessions at several Cyborg Users Association Conferences.

WAGNER DIVISION OF COOPER INDUSTRIES, Parsippany, NJ
Senior Systems Analyst

Lead Analyst for Cyborg Payroll, Human Resource and Benefit modules. Analyzed, developed, and maintained the Cyborg Payroll and Human Resource Systems for 8,000 employees.

- * Upgraded Cyborg system to encompass Human Resources including Base Module, Applicant Tracking, Salary Administration and EEO/AA.

- * Coded, installed and tested other applications including a monthly sales analysis system and a time card accumulation system.

William M DeRoberts Resume

EDUCATION

B.S., Decision Sciences & Computers, Rider College, Lawrenceville, NJ

WILLIAM M. DeROBERTS

Page 2

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Mobile: (973) 449-5133

Hoffmann-La Roche...(Continued)



Debbie McKee <debbie@acrobatoutsourcing.com>

Re: Employment Application New Jersey

JotForm <noreply@jotform.com>

Thu, Dec 27, 2018 at 2:06 PM

Reply-To: wderober@verizon.net

To: debbie@acrobatoutsourcing.com, josephine@acrobatoutsourcing.com

12/31
2pm
Monday

Employment Application New Jersey

First Name	William
Last Name	DeRoberts
E-mail Address	wderober@verizon.net
Phone	9732631026
Address	631 Cornelia St
Unit or Number	631
City, State	(Boonton)
Zip Code	07005
What region(s) are you applying to work within?	New Jersey
Which position(s) are you applying for?	(Server) - beer & wine Bartender Busser Barback
Are you applying for:	Part-Time
When can you start?	12-27-2018
Can you work overtime?	Yes
How did you hear about us?	Referral
If you were referred, please tell us by whom:	Mary Malangone
What days/times can you work? Select all that apply:	Monday AM Monday PM Tuesday AM Tuesday PM Wednesday AM Wednesday PM Thursday AM 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: Mary Malangone

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. NJ

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 College
City & State Lawrenceville, NJ
Grade/Degree B.S. Computer Science
Graduated? Yes

Do you have any special
licenses? (If so, label under
"Special") No

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") No

Do you have any experience,
training, qualifications or
special skills? (If so, label
under "Special") No

Special:

Are you currently employed? No

Can we contact your current
employer? Yes

Name and Address of Employer United States Postal Service

Type of Business Delivery

Phone Number 973 625-1700

Your Position & Duties Deliver mail

Date of Employment (from/to): 7/2017 12/2018

Reason for Leaving Retired

Still Employed: No

Name and Address of Employer

Type of Business

Phone Number

Your Position & Duties

Date of Employment (from/to):

Reason for Leaving

Still Employed:

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 Eric

Last Name Hsu

E-mail Address eric@gaf.com

Phone 201 704-5289

Relationship: supervisor

Years Acquainted: 4

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 (Checked box indicates acknowledgement)

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.

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):

William DeRoberts

Date:

12-27-2018

Please Attach Resume
Below

[William M DeRoberts Resume.txt](#)

You can [edit this submission](#) and [view all your submissions](#) easily.

12/27/2018

Acrobat Outsourcing Mail - Re: Employment Association New Jersey

Name Will DeRobertis

Servers Test

Score 18 / 35

Multiple Choice

- 1) Food is served on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- 2) Drinks are served on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- 3) Food and drinks are removed on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- 4) What part of a glass should you handle at all times?
a) The stem
b) The widest part of the glass
c) The top
- 5) When you are setting a dining room how should you set up your tablecloths?
a) Neatly and evenly across the tables
b) The creases should all be going in the same directions
c) The chairs should be centered and gently touching the table cloth
d) All of the above
- 6) If you bring the wrong entrée to a guest what should you do?
a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
c) Try to convince the guests to eat what you brought them
d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

Match the Correct Vocabulary

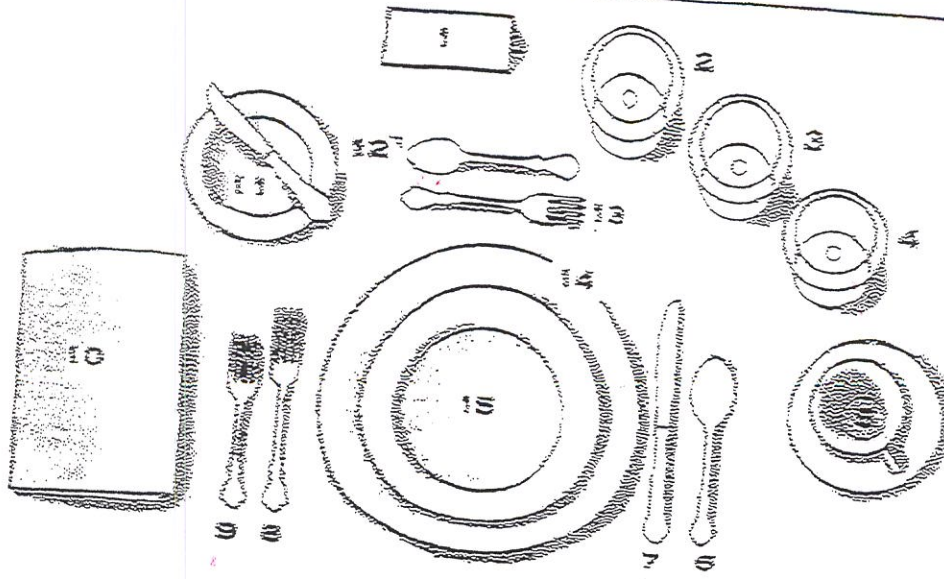
- B Scullery
G Queen Mary
A Chaffing Dish
D French Passing
C Russian Service
F Corkscrew
E Tray Jack

- A Metal buffet device used to keep food warm by heating it over warmed water
B Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)
C Used to hold a large tray on the dining floor
D Area for dirty dishware and glasses
E Large metal shelving unit for prepared food to be held or for dirty trays to be stored
F Used to open bottles of wine
G Style of dining in which the courses come out one at a time

Servers Test

Name _____

Score / 35



Match the Number to the Correct Vocabulary

- | | | | |
|-----|-----------------------|-----|------------------------------|
| 10 | Napkin | 8 | Dinner Fork |
| 11 | Bread Plate and Knife | 9 | Tea or Coffee Cup and Saucer |
| 1 | Name Place Card | 7 | Dinner Knife |
| 5x | Teaspoon | 3x | Wine Glass (Red) |
| 9x | Dessert Fork | 13x | Salad Fork |
| 12x | Soup Spoon | 14 | Service Plate |
| 18 | Salad Plate | 4x | Wine Glass (White) |
| 2x | Water Glass | | |

Fill in the Blank

- The utensils are placed 6 1 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Milk + Sugar
- Synchronized service is when: EVERYTHING IS SERVED AT ONCE
- What is generally indicated on the name placard other than the name? COMPANY OR TABLE #
- The Protein on a plate is typically served at what hour on the clock? 42
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
See IF available / Ask, tell chef