

**Ayesha Luman**  
12417 Wellington Pk Dr  
Houston, TX 77072  
(832)741-3990  
ayesha\_luman@yahoo.com

### **Career Objective**

To obtain a position using my various skills acquired from long term customer service conducting hospitality and food service.

### **Summary**

Many years of retail point of sales, cash handling, & solving client disputes. Worked as a team player demonstrating leadership skills.

### **Highlight of Skills**

Can work well with customers and co-workers  
Multitasking  
Makes quick decisions  
Works at a steady and quick pace  
Complies with company rules and regulations by maintaining positive image

### **Experience**

First Class Workforce Solutions  
Banquet Server/Cashier Concessions

Houston, TX  
OCT 2007-Present

- Set the tables according to banquet hall standards
- Cleared the tables after clients were done eating
- Served the clients of their food
- Rung up the clients of their food selections

Olive Garden  
Hostess

Houston, TX  
MAR 2017-AUG 2017

- Took guests to their assigned tables
- Clean up all side stations and restrooms
- Kept the front of the restaurant clean
- Kept the entire restaurant clean & at close

Kohl's  
Cashier/Customer Service

Houston, TX  
MAR 2002-OCT 2013

- Rung up customers merchandise selection
- Worked in the receiving area unloading new merchandise and putting it out on to the sales floor
- Processed customers returns

### **Certifications**

Learn 2 Serve Texas Food Handler's  
Learn 2 Serve Texas Alcoholic Beverage Commission

March 2021  
May 2020

**Education**

Associate in Arts

Houston Community College

May 2008

Associate in Arts

Art Institute of Houston

Bachelors in Business Management

American InterContinental University

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

## Employment Application

Acrobat Outsourcing is an equal opportunity employer dedicated to non-discrimination in all employment practices. Acrobat Outsourcing selects the best qualified individual for the job based on job-related qualifications regardless of race, age (40+), color, religion, gender, national origin, ancestry, marital status, sexual orientation, disability or any other status protected by applicable law.

### PLEASE PRINT

Full Name Ayesha Koloman Date: 1-22-19  
Home Telephone (832) 741-3990 Other Telephone (832) 741-3990  
Present Address 12417 Wellington PK. DR. Houston, TX 77072  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address ayasha\_koloman@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: Cook, dishwasher, banquet server, cashier, Food Line worker Salary desired: \$11.00/hr  
Are you currently registered with any staffing and/or employment agencies? If so, please list  
Yes - First Class LAC, All Temp  
Are you applying for: Full-time work? Yes ☒ No ☐ Part-time work? Yes ☐ No ☒  
Temporary work, e.g., summer or holiday work? Yes ☐ No ☒ From: \_\_\_\_\_ To: \_\_\_\_\_  
How did you find out about our open position? (Please check fill in proper name of source):  
Referral ☐ Name of Referral \_\_\_\_\_ Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☒  
Other Web Posting ☐ Other Source ☒ Walk-in  
Could you work overtime, if necessary? Yes ☒ No ☐ If hired, on what date could you start working? Any

Please keep in mind that schedules and shifts may vary depending on position and season. Additionally, the hours may vary from week to week, depending on the company needs. Please list only the times/days you're available to work below.

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>
PM	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>	<u>Any</u>

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: \_\_\_\_\_

### PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes ☐ No ☒ If yes, when? \_\_\_\_\_  
Do you have friends or relatives working for Acrobat Outsourcing? Yes ☐ No ☒ If yes, please state name and relationship \_\_\_\_\_  
If hired, would you have a reliable means of transportation to and from work? Yes ☒ No ☐  
If hired, can you present evidence of your legal right to live and work in this country? Yes ☒ No ☐  
State age if you are under 18 \_\_\_\_\_. If you are under 18, hire is subject to verification that you are of minimum legal age to work.  
Are you able to perform the essential functions of the job for which you are applying? Yes ☒ No ☐  
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.) \_\_\_\_\_

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Pursuant to any and all Fair Chance Ordinances, we will consider for employment qualified applicants with arrest and conviction records.

## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Houston Community College	Houston, TX	Associate's Degree	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special."			
Are you computer literate? If so, list software knowledge under "Special."		YES YES	NO 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: Food Handler's & TABE			

## 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: LHC 701 N. Post Oak #1204 Houston, TX 77024

Type of Business: Staffing Telephone No. (713) 955-7960 Supervisor's Name:

Your Position and Duties:

Dates of Employment: From 1/26/97 to Present

Reason for Leaving: Still Employed

Name and Address of Employer: First Class, 7323 G. Voss #605 Houston, TX 77057

Type of Business: Staffing Telephone No. (713) 957-2700 Supervisor's Name: Samana/Jackie

Your Position and Duties: cook, cashier, dishwasher, banquet server, prep cook

Dates of Employment: From 10/4/12 to Present

Reason for Leaving: Still Employed

Name and Address of Employer: ~~Quilley's Garden~~ 19750 Katy Freeway Houston, TX 77055

Type of Business: Restaurant Telephone No. (713) 973-9787 Supervisor's Name: Claudia

Your Position and Duties: Hostess

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

Dates of Employment: From 4/14/17 To 8/2017

Reason for Leaving: Health Reasons

Name and Address of Employer Koh's 1785 Westheimer Houston TX 77057

Type of Business Retail

Telephone No. (281) 759-4400

Supervisor's Name

Your Position and Duties Cooker, Sales Associate, Customer Service

Dates of Employment: From 3/2002 To 10/2013

Reason for Leaving: Looking for better job

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?  
If so, describe: \_\_\_\_\_

Yes ☐ No ☒

## JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Jacere Telephone No. (713) 957-2700

Address 2323 S. Voss #605 Houston TX 77057

Occupation: Supervisor Relationship: \_\_\_\_\_ Number of Years Acquainted: 1 yr 3 months

Name: \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_

Address \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

**Please Read Carefully, Initial Each Paragraph and Sign Below**

AL 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.

AL 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.

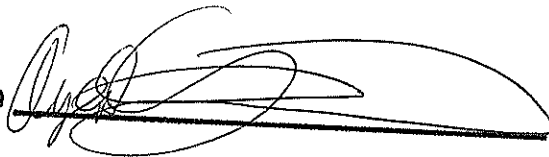
AL I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

AL 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.

AL 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.

I hereby acknowledge that I have read and understand the above statements.

**Applicant's Signature**



**Date**

1-22-19

**Cashier Test**

Score 9 / 10

B ✓

1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

A ✓

2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

D ✓

3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- d) \$2.00

A ✓

4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

C ✓

5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

C ✓

6) What is the current sales tax rate in your city 8.25%?

7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?

- a) \$4.06
- b) \$2.06
- c) \$7.06
- d) \$5.06

B ✓

8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

- a) \$19.50
- b) \$14.50
- c) \$9.50
- d) \$4.50

D ✓

9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- a) \$6.00
- b) \$8.00
- c) \$10.00
- d) \$12.00

A ✓

10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?

- a) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50

## Interview Note Sheet

Applicant Information	
Name: <u>Ayesha K. Luman</u>	Interviewer: <u>Clayton</u>
Date: <u>1/23/19</u>	Rate of Pay:
Position (s) Applied for: <u>Cashier</u>	Referred by:

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

Seeking:
<input checked="" type="radio"/> Full-Time
<input type="radio"/> Part-Time

Relevant Experience & Summary of Strengths	
<p>Olive Garden - 5 months hostess</p> <p>LGS Staffing, First Class, All temp staffing - 1 1/2 yr</p> <ul style="list-style-type: none"> <li>- cook</li> <li>- server</li> <li>- dishwasher</li> <li>- cashier</li> <li>- food runner</li> </ul>	<p style="text-align: right;">Total of <u>2</u> in Food Service/Hospitality</p>
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:				
SF City	SF North	SF Peninsula	East Bay	Outer East Bay
San Jose	South San Jose	SJ Peninsula	<u>Southwest + Houston</u>	

Certifications (if any)				
TIPS	Serv-Safe	LEAD	Other <u>ITC / FHC</u>	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:							
Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie		
Chef Coat	Chef Pants	Knives	<u>Black Pants</u>	<u>Non-Slip Shoes</u>	Bow Tie	Other: _____	
Would you recommend this applicant for Acrobat Academy?			Convention Candidate?			Other Languages Spoken:	