

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Name: KI Bong Lim

Taborca ID: 51293

Date of Hire: 04/03/19

Date of Re-Act: / /

New employee set up

- E-verify
- Hire Right EE
- Hire Right Internal (upload any list A docs)
- Direct Deposit (Scan to Payroll) and/or Global Cash Card – complete the form & have EE sign
- Notice to Employee Completed
- Added to Orientation Time Sheet
- Attended New Hire Orientation
- Background Check
- New Hire List (All fields)
- Check Taborca Profile (All fields)
- Upload Resume and Skills Tests (one doc)
- Upload Food Handler's Card

Re Act employee set up (See Re Act Process for more detail)

- File and I9 pulled (new one created/done in Hire Right if old ones are gone)
- Re Act onboarding if initially hired before 1/1/16
- Check W4
- Check all demographic info and availability
- Check for skills tests, app, FHC, and resume (get new app, new resume if hired more than 1 year ago)
- Complete Notice to Employee with updated pay if necessary
- Verify pay option (notify payroll) and take steps to Re Act any old pay options still current
- Run new BGC if more than 1 year since last shift worked
- New orientation/place on time sheet if it's been over a year since last shift
- New Hire List (all fields)
- Delete employee from the INA/TER spreadsheet if they are on it

Interview Note Sheet

Applicant Information

Name: Ki Bong Lim

Interviewer: Alanna

Date: 04/03/2017

Rate of Pay:

Position (s) Applied for:

Cashier / concessions

Referred by:

CL

Test Scores

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

Seeking:

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

gets nervous, stutters a lot
kind of awkward, but positive attitude
looking for P/T

Total of _____ in Food Service/Hospitality

would only recommend for event staffing
- no other experience in hospitality

P.O.S. Experience: Y / N

details:

needs FHC

Transportation

Car

Public Transit

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

Certifications (if any)

TIPS

Serv-Safe

LEAD

Other _____

Will Submit

Availability

Open

AM only

PM only

Weekdays only

Weekends only

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

Other: _____

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

Dear Sir or Madam,

Hello, my name is Ki Bong Lim. I am currently searching for a full time job. I am intelligent and hard working person. I can fit into a number of different positions based on my skill set and my quickness to learn new tasks. I would like to take on larger parts and make a difference in the business I work for especially in a creative sense. I consider myself to be an open minded. I strive to be the master of change and improvement. I also understand that it is very important to learn from the ground up and use that knowledge as a stepping stone to reach the higher up positions.

I would like to work for a company that invests in employee growth and allows room for advancement. I am an organized, professional, customer orientated, with great communication. I can work independently, and with others in a respectful environment. I am enthusiastic about the work that I do and I have top notch organizational skills.

I would like to develop software to correct errors, to adapt it to new hardware, or to upgrade interfaces and improve performance. I would like to direct software system testing or validation procedures. I would like to direct software programming and development of documentation. I would like to consult with customers or other departments on project status, proposals, or technical issues, such as software system design or maintenance. I would like to analyze information to determine, recommends, and plans installation of new systems.

Well known as Massachusetts Institute of Technology (MIT) or California Institute of Technology (Caltech) in USA, in South Korea, K.A.I.S.T. is one of most competitive technological universities. As a graduate from K.A.I.S.T., during my undergraduate years, thus, from there, the humble, yet long journey with driverless cars in computer science and mechanical engineering, currently centered and carried on computational learning so far as my undergraduate research in driverless cars. I have focused on three major fronts as human perception, human cognition, and robotics.

I would love the opportunity to prove that I can make a difference in your company bringing new and fresh creative Idea's to the forefront. I am also a very honest and trustworthy person that takes much pride in his work, integrity, and the value of respect. I know what it takes to work as a team member and how important that is to a business's success.

Ki Bong Lim

lim.tokbl2@gmail.com
(408) 506-5629
US Citizen

QUALIFICATIONS

- Multifaceted, results-oriented, and performance-focused IT professional, A+, Network+, Security+ and MCTS, Microsoft, ITIL Foundation, OSX certified with experience in Technical Support and Customer Services
- **Hands on experience of** repair and maintenance of printers, monitors, scanners, laptops, desktops, handhelds, and ipads like hard drives, DVD drives, RAM, video cards, mobile device hardware & software issues, telephony, and networking (LAN, VPN, DSL), Apple Macbooks
- **Repaired** Windows crashes/errors, hardware and software, software driver installs, and small business Windows LANs, playstations, Xboxes, consoles, Apple Macbooks

SKILLS

- Office 365 deployment and Support, Apple Macbook, USB Type C Audio, RF Design, IOT, Skype System Rooms, Sky for Business, Slack, and Zoom. Windows 10, Windows 98, Windows ME, Windows Vista, Windows XP (6 years), Windows 7,8,10 (6 years), Mac OS (6 years), Android (6 years), Microsoft Operating System, C, C++, Java, Python, Perl, MySQL, Oracle Database 12c, Power Benchmarks, Microsoft Office (Outlook, Word, Excel, PowerPoint, Microsoft Word, Excel, PowerPoint, Access & Project, Windows, Mac OS, Visio), SCCM & Casper, KACE, JAMF, Linux, USB Type C Power Delivery, Service Now ticket system

EXPERIENCE

Sunnyvale, CA

GOOGLE LLC

App Mobile Developer

October 1, 2018 – January 11, 2019

- Develop JAVA development
- Programming JAVA on computers
- Develop Apps for smartphones

San Jose, CA

GOODWILL OF SILICON VALLEY

COMPUTER HARDWARE TECHNICIAN

June 16, 2016 – July 13, 2018

- Office 365 deployment and support was installed and repaired
- Installation of Apple Macbooks were done and maintained to work with printers, scanners, PC laptops, and PC desktops
- Microsoft System Center Configuration Manager was used to managing large groups of computers running Windows NT, Windows Embedded, macOS (OS X), Linux or UNIX, as well as Windows Phone, Symbian, iOS and Android mobile operating systems and casper
- Network installation both wired and wireless
- Provided excellent technical support to audio, skype system rooms, skype for business, slack, and zoom, video environments
- Repair and maintenance of printers, monitors, scanners, laptops, desktops, handhelds, and iPad
- Managed and was assigned Service Now ticketing system to customers and team of specialists for better communications
- Troubleshooting network installation both wired and wireless
- Did remote desktop connectivity applications

San Jose, CA

PC REPAIR SAN JOSE

COMPUTER HARDWARE TECHNICIAN

Sep 10, 2013 – Jun 16, 2016

- Hard drive partitioning, data recovery and OS install both IDE and SATA including external drives, USB, and Firewire
- Repaired Office 365 deployment and support crashes/errors, hardware and software, Mac OS driver installs
- Antivirus installation, virus and spyware removal for Apple Macbooks
- Network installation both wired and wireless were equipped in Microsoft System Center Configuration Manager and casper to manage remote control, patch management, software

distribution, operation system deployment, network access protection and hardware and software inventory.

- Did remote desktop connectivity applications in Apple Macbooks
- Installed, diagnosed, repaired and upgraded printers, monitors, scanners, laptops, desktops, handhelds, and iPad
- Troubleshooting network installation both wired and wireless in Apple Macbooks
- Managed and developed skype system rooms, skype for business, slack, and zoom for video conference support
- Hardware in Apple Macbooks (hard drives, DVD drives, RAM, video cards) installed and upgraded on printers, monitors, scanners
- Consulted and was assigned Service Now ticketing system to customers and team of specialists for better communications

EDUCATION

Korea Advanced Institute of Science and Technology (K.A.I.S.T.)

2013

Master's Degree in Computer Science, and Mechanical Engineering

Tokyo Institute of Technology

2011

Bachelor's Degree in Computer Science, and Mechanical Engineering

West Valley College

2009

Associate Degrees in Liberal Arts, Sociology, and Social Science, Communication Studies

SKILLS

- Daily interactions and be supportive for all roles and levels
- Responsible for maintaining updated knowledge of procedures, products and activities with easy approach
- Be on work overtime, weekend and after hours along with an on call rotations
- Minimum of 5 years working experience and knowledge of remote & in-person Desktop support
- Most excellent communication and customer service skills
- Effective building and managing cross-functional relationships
- Most attentions to details with excellent follow up
- Working independently with minimal supervisions
- Sharp independent judgment consistent with department guidelines\standards
- The most organized and prioritized workflow and to meet established timeframes
- Great understanding of general office policies and confidentiality guidelines

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 Ki Bong Lim Date: 4/2/2019
 Home Telephone () Other Telephone (408) 506-5629
 Present Address 608 Salt Lake Drive San Jose, CA 95133
 Permanent Address, if different from present address:
 Email Address limbtkb12@gmail.com

EMPLOYMENT DESIRED

Position applying for: Salary desired:
 Are you currently registered with any staffing and/or employment agencies? If so, please list None
 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 S.E. Craigslist Newspaper ☐ Job Fair ☒ Agency ☐ Company Website ☐
 Other Web Posting ☐ Other Source ☐
 Could you work overtime, if necessary? Yes ☒ No ☐ If hired, on what date could you start working? ASAP

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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: None

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.)

none

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?
West Valley College	Saratoga, CA		✓
Tokyo Institute of Tech	Tokyo, Japan		✓
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: <u>computer technician</u>			

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 ~~Google LLC~~
 Type of Business Google LLC Telephone No. () none Supervisor's Name none
 Your Position and Duties App Mobile Developer

Dates of Employment: From Oct 2018 To Jan. 2019
 Reason for Leaving: My contract was over

Name and Address of Employer Goodwill of Silicon Valley
 Type of Business Goodwill of Silicon Valley Telephone No. () none Supervisor's Name none
 Your Position and Duties Working on computer conditions. I repaired computers.

Dates of Employment: From Jan 2016 To Oct 2018
 Reason for Leaving: I was looking for a better opportunity

Name and Address of Employer APC Repair
 Type of Business APC Repair Telephone No. () none Supervisor's Name none
 Your Position and Duties I was repairing computers.

Dates of Employment: From Sep 2013 To Jan 2016

Reason for Leaving: 2 was looking for a better opportunity

Name and Address of Employer _____

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

Your Position and Duties _____

Dates of Employment: From _____ To _____

Reason for Leaving: _____

Have you ever been fired from any previous place of employment? If so, please explain: none

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes _____ No ☒

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: _____ Telephone No. (____) _____

Address _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: _____

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

✓
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.

✓
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.

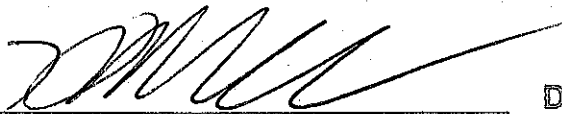
✓
I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal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

✓
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.

✓
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

4/2/2019

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: K1 Bong Lim
Start Date: 04/03/2019

EMPLOYER

Legal Name of Hiring Employer: S.E Scher

Is hiring employer a staffing agency/business (e.g., Temporary Services Agency; Employee Leasing Company; or Professional Employer Organization [PEO])? ☐ Yes ☐ No

Other Names Hiring Employer is "doing business as" (if applicable):
Acrobat Outsourcing

Physical Address of Hiring Employer's Main Office:
665 Third St. Suite 415, San Francisco, CA. 94107

Hiring Employer's Mailing Address (if different than above):

Hiring Employer's Telephone Number: 415-431-8826

If the hiring employer is a staffing agency/business (above box checked "Yes"), the following is the other entity for whom this employee will perform work:

Name: Acrobat outsourcing san Jose
Physical Address of Main Office: 1585 The Alameda, San Jose, CA 95126
Mailing Address: " "
Telephone Number: 408-483-4271

WAGE INFORMATION

Rate(s) of Pay: \$17.00 Overtime Rate(s) of Pay: \$25.50

Rate by (check box): ☐ Hour ☐ Shift ☐ Day ☐ Week ☐ Salary ☐ Piece rate ☐ Commission
☐ Other (provide specifics): cashier/concessions @ lev 3

Does a written agreement exist providing the rate(s) of pay? (check box) ☐ Yes ☐ No

If yes, are all rate(s) of pay and bases thereof contained in that written agreement? ☐ Yes ☐ No

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances):

N/A

(If the employee has signed the acknowledgment of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)

Regular Payday: FRIDAY

WORKERS' COMPENSATION

Insurance Carrier's Name: Integro USA Inc. dba Integro Insurance Brokers

Address: 1 State Street Plaza, 9th floor, New York, NY. 10004

Telephone Number: 212-295-5440

Policy No.: LDC4042609 AOS

☐ Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure: _____

PAID SICK LEAVE

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
 1. requesting or using accrued sick days;
 2. attempting to exercise the right to use accrued paid sick days;
 3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
 4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice: *(Check one box)*

- ☐ 1. Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.
- ☐ 2. Accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §246.
- ☐ 3. Employer provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.
- ☐ 4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): _____

ACKNOWLEDGEMENT OF RECEIPT

(Optional)

Alanna Cheung
(PRINT NAME of Employer representative)

[Signature]
(SIGNATURE of Employer Representative)

04/03/2019
(Date)

Ki Bong Lim
(PRINT NAME of Employee)

[Signature]
(SIGNATURE of Employee)

4/3/2019
(Date)

The employee's signature on this notice merely constitutes acknowledgement of receipt.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.

1) A roll of quarters is worth?

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

2) A roll of dimes is worth?

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

3) A roll of nickels is worth?

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

4) A roll of pennies is worth?

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

5) What does POS stand for?

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

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

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

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

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

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

- a 11) Counterfeit pens should be used on which three denominations?
- a) \$20, \$50, \$100
 - b) ~~\$10, \$20, \$50~~
 - c) ~~\$5, \$50, \$100~~
 - d) ~~\$10, \$20, \$50~~
- b 12) How many times should you count change when giving it to the customer?
- a) one
 - b) two
 - c) three
 - d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases? 16 year old

14) What are the acceptable forms of ID for alcohol purchases? Driver's license

15) How many \$20 bills are in a bank band? _____

2