

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Name: Crystal Ruiz

Taborca ID: 51444

Date of Hire: 04/12/19

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

Crystal Ruiz

1989 Flint Ave.
San Jose, CA 95148
(408)717-2204
crmruiz@ucsc.edu

EXPERIENCE

Department of Housing and Urban Development

Field Policy and Management Division

Washington, D.C.

Intern

2019

- ❖ Assisting desk officers in providing technical assistance to HUD Field Offices in all of the ten regional offices of the U.S.
- ❖ Working with headquarters and field DBLS staff in their efforts to update its *Federal Labor Standards Requirements Handbook* that pertains to all HUD programs subject to Davis-Bacon rules.
- ❖ Preparing written synopsis on current Davis-Bacon FHA projects that are impacted by labor standards rules for use in chronicling information on the project and documenting the wage decisions made by HUD and the Davis-Bacon & Labor Standards office.
- ❖ Analyzing and creating data visualization

NALEO Educational Fund

Washington, D.C.

Policy Intern

2019

- ❖ Research and track progress of proposed legislation relevant to the organization's goals
- ❖ Coordinate informational meetings with outside organizations
- ❖ Perform other administrative tasks such as briefings, contact lists and more

Santa Cruz Board of Supervisors

Santa Cruz, CA

Intern

2018

- ❖ Perform precinct-level election data analysis
- ❖ Conduct research on New Deal Leaders for briefing book
- ❖ Assist in forming discussion groups and other administrative tasks

Pavement Data Group

Santa Cruz, CA

Administrative Assistant

2017-2018

- ❖ Review General Ledger Accounts and reconciliation of Business Bank Accounts
- ❖ Created project proposals and summaries
- ❖ Created and maintained filing systems
- ❖ Data entry and other administrative tasks

EDUCATION

University of California, Santa Cruz, Santa Cruz, CA

Bachelor of Arts in Sociology and Legal Studies

2019

SKILLS

Microsoft Suite

Outlook

Data Entry

Data Analysis

Data Visualization

Quickbooks

Leadership Experience

CALPIRG, Grassroots

Coordinator, University of California, Santa Cruz

Office of Equity,

Advocate/Panelist, De Anza Community College

Staff Development Panel,

Panelist, De Anza Community College

LANGUAGES

Spanish, Intermediate

VOLUNTEER EXPERIENCE

CALPIRG at UCSC

Change a Heart Foundation

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 CRYSTAL RUIZ Date: 04/12/2019
~~Home~~ Telephone (408) 717-2204 Other Telephone () _____
 Present Address 1989 FLINT AVE, SAN JOSE, CA 95148
 Permanent Address, if different from present address: _____
 Email Address CRYSTAL.R-93@GMAIL.COM

EMPLOYMENT DESIRED

Position applying for: _____ Salary desired: _____

Are you currently registered with any staffing and/or employment agencies? If so, please list _____

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 ☐

Could you work overtime, if necessary? Yes ☒ No ___ If hired, on what date could you start working? _____

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 | OPEN | | | | | OPEN | OPEN |
| PM | " " | | | | | " " | " " |

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 ___

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 _____

Reason for Leaving: _____

Have you ever been fired from any previous place of employment? If so, please explain: _____

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: DAN BUDKA Telephone No. (831) 484-3465

Address _____

Occupation: SELF-EMPLOYED Relationship: _____ Number of Years Acquainted: 8

Name: TAREN YOPINI Telephone No. (408) 425-3911

Address _____

Occupation: WHOLE FOODS Relationship: _____ Number of Years Acquainted: 5

Name: _____ Telephone No. (____) _____

Address _____

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

NOTICE TO EMPLOYEE*Labor Code section 2810.5***EMPLOYEE**Employee Name: Crystal RuizStart Date: 04/12/2019**EMPLOYER**Legal Name of Hiring Employer: S.E ScherIs 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 JosePhysical Address of Main Office: 1585 The Alameda, San Jose, CA 95126Mailing Address: " "Telephone Number: 408-463-4271**WAGE INFORMATION**Rate(s) of Pay: \$ 17.00 Overtime Rate(s) of Pay: \$ 25.50Rate by (check box): ☐ Hour ☐ Shift ☐ Day ☐ Week ☐ Salary ☐ Piece rate ☐ Commission☐ Other (provide specifics): Cashier / concessions @ Levi'sDoes a written agreement exist providing the rate(s) of pay? (check box) ☐ Yes ☐ NoIf 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