

Alexandra Payne

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218 Troutman St., Apt. 1L, Brooklyn, NY 11237

SERVICE AND MANAGERIAL EXPERIENCE

Blue Hill New York New York, NY

Sommelier, August 2017 – Present; Captain, April 2014 – August 2017

- Work closely with Wine Director to help steward Michelin-starred beverage program, manage list and cellar inventory.
- Oversee nightly wine service and drive fine wine sales, averaging approximately \$25k per week, by providing excellent service and hospitality to guests, as well as guidance through the wine list and the opportunity for tableside pairings.
- Gained extensive wine knowledge and expertise via wine tastings, trainings and winemaker visits.
- Increased staff knowledge through ongoing trainings and individual producer deep dives.
- Engage guests in current food system issues and sustainable agriculture products and practices at local and regional levels.

Mission Wine / Lar de Ricobao *Quiroga, Galicia, Spain*

Harvest and Winemakers Assistant, September 2018

- Worked as a cellar hand for two small producers focused on traditional practices and regional style winemaking.
- Assisted in all aspects of production from crushing to bottling (previous year's vintage).
- Harvested and assisted in field maintenance across 6 sites in the Sil and Mino Valley's of the Ribiera Sacra.

The Beatrice Inn *New York, NY*

Manager, January 2013 – December 2013

- Managed service for a high-volume West Village restaurant serving contemporary American cuisine.
- Redesigned service style, developed training system and requisite manuals.
- Responsible for ongoing recruitment, training and education of all FOH staff (Food, Beverage, Service and Sales)
- Responsible for managing events and private functions.

Anella / Calyer (now Chez Ma Tante) / Bellweather (Closed) Restaurants

Brooklyn, NY

Assistant General Manager February 2012 – January 2013

- Oversaw service for three, seasonally driven neighborhood restaurants across Greenpoint, Brooklyn.
- Development of differentiated employee manual and training procedures for each restaurant; responsible for hiring and training new floor staff, coordinating employee schedule, payroll oversight and tip schedule.
- Responsible for tracking sales, day-to-day business management and DOH compliance.
- Assisted in curating, managing, and purchasing for the beverage programs (wine, beer and spirits).

The Mermaid Oyster Bar *New York, NY*

Server, July 2011 – February 2013

- Served and assisted in training at a sustainably oriented seafood restaurant in the West Village.
- Extensive experience serving repeat guests and large parties in a high volume environment.
- Shared in-depth knowledge in sustainable seafood, spirits, beer, and wine with guests while performing service.

Pastis *New York, NY*

Server, July 2005 – August 2009

- Server at Keith McNally's French bistro during it's original existence in the Meatpacking District.
- Adept at multi-tasking, people management, and matching customer expectations to restaurant capabilities in a high-volume, high-intensity environment.
- Developed deep understanding of French wine and food techniques.

FOOD SYSTEMS + BUSINESS MANAGEMENT EXPERIENCE

TuckrBox *New York, New York*

Co-Founder // COO // Head of Product Development and Innovation, December 2015 – February 2018

- Oversee all aspects of product development and company strategy for a startup kids healthy meal delivery service.
- Responsible for annual strategic and road-to-launch planning, budget development and fundraising coordination.
- Ongoing development and maintenance of food chain and distributor partnerships.

Planting Seeds of H.O.P.E. Newark, NJ

Project Director: Special Projects + SWAG Project Newark, December 2010 – Present

- Responsible for overall strategic planning and project expansion, program development and coordination, staff and site management, including: educational, intern, volunteer and community outreach programs, farm and market operations, fundraising and budget management.
- Development and management of SWAG Project urban farm, and a local farmers market network.
- Co-developed the Newark Urban Agriculture Cooperative to foster food- related entrepreneurship across Essex County.

Columbia University: Sustainable Diets Policy Project (Johns Hopkins / Rutgers) New York, NY

Research Associate, June 2014 –Dec 2017

- Performed research work on international policy, sustainable diets, food systems, and sustainable development goals.
- Published 'The development & application of a sustainable diets framework for policy analysis' Food Policy, Ed. 70.

City Harvest: Healthy Neighborhoods Program New York, NY

Freelance Writer and Researcher, July 2013 – June 2014

- Author and researcher for the 2014 Community Food Assessment for Northwest Queens.

Green Bronx Machine New York, NY

Project Manager, July 2012 – December 2014

- Developed proposal for and received \$10K Fresh Direct Award: Green Angel Challenge.
- Designed and built a hydroponic classroom and farm-to-cafeteria program; trained staff to steward and operate site.

GrowNYC New York, NY

'Learn It, Grow It, Eat It' Project Coordinator, June 2011 – October 2011

- Led youth development program to provide employment to 20 local students, increase local food access and urban beautification in the South Bronx; managed greenmarket and nutritional outreach site.

Capital Growth Program: Sustain London, UK

Project and Volunteer Coordinator, June 2010 – December 2010

- Managed development and stewardship of 200+ new community food growing sites
- Developed and managed 30 person volunteer team; created training manual and courses.

LSE Cities London, UK

Research Intern: UN Environmental Program 'Towards a Green Economy,' October – December 2010

Hackney City Farm London, UK

Project Assistant & Grant Coordinator, November 2009 – December 2010

EDUCATION**London School of Economics and Political Science (2009 –2010) London, UK**

- MSc Regional and Urban Planning Studies: Graduated with Honors; Grade: Distinction (equivalent US 3.8 - 4.0)
- Dissertation: "Urban Farms: Fertile Ground for the Growth of Community Cohesion"

Tulane University (2000-2004) New Orleans, LA

- Bachelor of Arts in Sociology and German, Minor in Business and Marketing (3.6 GPA)
- Graduated Cum Laude; Deans List, Golden Key, Phi Eta Sigma, and Tulane University Honor Societies

Friedrich Schiller Universitat (Spring 2003) Jena, Germany

- Tulane Junior Semester Abroad Program and pre-requisite immersion course at Goethe Institute Berlin

ADDITIONAL SKILLS

- Languages – Mother Tongue: English; Fluent: German; Basic Knowledge: Spanish.
- Computer/ IT – Good knowledge of Microsoft office and Google Analytics; ability to quickly master new software

W-4 (2019)

more developments. For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. You may claim exemption from withholding for 2019 if both of the following apply.

- For 2018 you had a right to a refund of all federal income tax withheld because you had no tax liability, and
- For 2019 you expect a refund of all federal income tax withheld because you expect to have no tax liability.

If you're exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2019 expires February 17, 2020. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

General Instructions

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2019 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at www.irs.gov/W4App to determine your tax withholding more accurately. Consider

using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income not subject to withholding outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2019. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

Filers with multiple jobs or working spouses. If you have more than one job at a time, or if you're married filing jointly and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

Nonwage income. If you have a large amount of nonwage income not subject to withholding, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Additional Income Worksheet on page 3 or the calculator at www.irs.gov/W4App to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at www.irs.gov/W4App to find out if you should adjust your withholding on Form W-4 or W-4P.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Personal Allowances Worksheet

Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

Line C. Head of household please note: Generally, you may claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

Line E. Child tax credit. When you file your tax return, you may be eligible to claim a child tax credit for each of your eligible children. To qualify, the child must be under age 17 as of December 31, must be your dependent who lives with you for more than half the year, and must have a valid social security number. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse if you are filing a joint return.

Line F. Credit for other dependents. When you file your tax return, you may be eligible to claim a credit for other dependents for whom a child tax credit can't be claimed, such as a qualifying child who doesn't meet the age or social security number requirement for the child tax credit, or a qualifying relative. To learn more about this credit, see Pub. 972. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On the worksheet, you will be asked about your total income. For this purpose, total

Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records.

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate		OMB No. 1545-0074
1 Your first name and middle initial <i>Alexandra</i>	14	2 Last name <i>Payne</i>	2 Your social security number <i>338 72 1309</i>	2019
3 Home address (number and street or rural route) <i>218 Troutman St #1L</i>		3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married filing separately, check "Married, but withhold at higher Single rate."		
4 City or town, state, and ZIP code <i>Brooklyn NY 11237</i>		4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card. ► <input type="checkbox"/>		
5 Total number of allowances you're claiming (from the applicable worksheet on the following pages)		5	8	
6 Additional amount, if any, you want withheld from each paycheck		6	S	
7 I claim exemption from withholding for 2019, and I certify that I meet both of the following conditions for exemption.				
<ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. 		If you meet both conditions, write "Exempt" here ► 7		
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.				
Employee's signature (This form is not valid unless you sign it.) ► <i>Alexandra Payne</i>		Date ► <i>5/16/19</i>		
8 Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 6, 9, and 10 if sending to State Directory of New Hires.)		9 First date of employment	10 Employer identification number (EIN)	

Absenteeism & Tardiness Policy

All Acrobat Outsourcing employees are expected to be at their client site prepared to work at the scheduled time. Regardless of the reason, absenteeism and tardiness are subject to disciplinary action. **Employees must clock in and out at all client sites.**

Absenteeism: is defined as failure to report for work without prior approval of the Acrobat Outsourcing Staffing Supervisor.

Tardiness: is defined as arriving late for work or returning late from breaks/meals, or early departure from work. Walking off of an assignment may lead to disciplinary action up to termination.

Policy

Calling Off/Absent: If you are not able to make it to your scheduled shift, **you are required to give us 24-hour notice for a cancellation!**

Illness: If you are sick, **you are required to contact your Staffing Manager at Acrobat Outsourcing no less than 3 hours before your scheduled shift.**

NO CALL/NO SHOW: Grounds for automatic termination.

Clocking IN/OUT: You are required every time to clock in and out of your shift. If there is no timesheet present at the time of clocking in/out, you must notify your staffing manager immediately.

Disciplinary Action

First Occurrence: Verbal Warning from Staffing Manager.

Second Occurrence: Employee will receive a written counseling form and placed on suspension. Any additional occurrences may result in further disciplinary action up to and including termination.

Signature:



Injury Reporting Acknowledgement

Acrobat Outsourcing is committed to providing and maintaining a safe work environment. All employees play an important role in the safety and protection of other employees, clients, guests, and property. You must always set a good example to other employees and client's employees by following proper procedures. You must immediately report unsafe conditions as well as accidents. If your branch is located in Orlando, Atlanta or Auburn, all personnel injuries, regardless of severity, should be reported immediately to **1-800-252-5275** and give the nurse the Acrobat code: **DS9800**. If your branch is in another Acrobat location the injury must be reported immediately to **1-800-252-5275** and give the nurse the Acrobat code: **981100**. Additionally, you must notify your supervisor or Acrobat representative. Furthermore, the injury will be investigated and you will be asked details about how the injury occurred.

Acrobat Outsourcing reserves the right to test any employee, subject to state law and/or other contractual obligations, including but not limited to preemployment (including newly hired, rehired or reinstated employees), job transfers, reasonable cause, accidents with property damage or in this case, injuries requiring professional medical treatment. In compliance with all applicable laws, separation of employment may result after:

- a positive test for any drug not prescribed by a physician
- a deliberately tampered with or adulterated sample;
- a refusal to take the test.

Asking another person to take the test, or taking the test for another employee will result in Separation of Employment for all employees involved in the incident.

Please note, providing false information, or omitting pertinent information regarding a work-related injury will lead to termination. Any employee discovered to be making a fraudulent report will be reported to the Department of Insurance Regulation and prosecuted to the full extent of the law.

I, the undersigned employee, have read and understand employee injury reporting process. I understand that any work-related injury or illness must be reported immediately to **1-800-252-5275** and the Acrobat supervisor.

Signature:



Unlawful Harassment & Sexual Harassment Policy

Acrobat Outsourcing is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Acrobat Outsourcing expects that all relationships among persons in the office will be business-like and free of bias, prejudice, and harassment.

Acrobat Outsourcing has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination, and retaliation. Acrobat Outsourcing will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has questions or concerns about these policies should talk with the Director of Human Resources or a member of Acrobat Outsourcing management.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of Acrobat Outsourcing prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges, and perquisites of employment. The prohibitions against harassment, discrimination, and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Equal Employment Opportunity

It is the policy of Acrobat Outsourcing to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Acrobat Outsourcing prohibits any such discrimination or harassment.

Retaliation

Acrobat Outsourcing encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Acrobat Outsourcing to promptly and thoroughly investigate such reports. Acrobat Outsourcing prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to Acrobat Outsourcing (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

Reporting an Incident of Harassment, Discrimination or Retaliation

Acrobat Outsourcing encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, any member of Acrobat Outsourcing management, Human Resources or any ombudsman. Acrobat Outsourcing also encourages employees to report any activity to (866)326-4571. See the complaint procedure described below.

In addition, Acrobat Outsourcing encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. Acrobat Outsourcing recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, Human Resources, any member of Acrobat Outsourcing management or any ombudsman. Individuals may also report suspicious activity to (866) 326-4571.

Acrobat Outsourcing encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. Employees will be provided a Harassment Reporting Form. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Acrobat Outsourcing will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as Acrobat Outsourcing believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to Steve Scher, Chief Executive Officer.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of an appropriate disciplinary action.

Acknowledgment

I have read and understand all above policies

Signature



Confidentiality & Non-Disclosure Agreement

I, the undersigned employee, understand that in the course of my employment with Acrobat Outsourcing, I may have access to and become acquainted with information of a confidential, proprietary or secret nature which is or may be either applicable or related to the present or future business of Acrobat Outsourcing, its research and development, or the business of its customers. Such trade secret information includes, but is not limited to, software, inventions, processes, compilations of information, records, specifications and information concerning customers and/or vendors.

I agree that I will not disclose any of the above mentioned trade secrets, directly or indirectly, or use them in any way, either during the term of my employment or at any time thereafter, except as required in the course of my employment with Acrobat Outsourcing. I understand that I am immune from civil or criminal liability for disclosing trade secrets for the purpose of reporting or investigating a suspected violation of law, or for disclosing trade secrets in a legal proceeding if the information is filed under seal..

I also understand that client lists of Acrobat Outsourcing, for which I have, or may have, access to during my employment, are trade secrets and shall be solely the property of Acrobat Outsourcing. I agree that I shall neither directly nor indirectly solicit business as to products or services competitive with those of [Acrobat Outsourcing] based on information from the client lists.

Finally, I understand that I am an at-will employee of Acrobat Outsourcing and that this agreement is not to be construed as constituting a promise of continued employment.

Signature.



[Download Form](#)



Case Verification Number: 2019136194055LE

Report prepared: 05/16/2019

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

Employee Information

Name: Alexandra M. Payne

Date of Birth: 04/09/1982

U.S. Social Security Number: ***-**-1309

Employee's First Day of Employment: 05/16/2019

Citizenship Status: U.S. Citizen

Document Information

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

Document Subtype: Driver's License

Document Number: *****8057

Expiration Date: 04/09/2027

State: New York

List C Document: Social Security Card

Case Information

Current Case Result: Closed

Case Submitted By: Debbie McKee

Case Status: Employment Authorized

Reason for Closure: Employment Authorized Auto Close