

Debra Margolin
64 Second Ave 3rd floor
Garwood NJ 07027
908-868-4836
southboundnewjersey@gmail.com

Objective: To secure a part time evening position utilizing my skills.
October 2018 to Present

*Grand Centurions
Supervisor of Wait Staff
Clark, NJ*

May 2018 to Present

*PNC Bank Arts Center /Legends Live Nation
VIP Wait Staff
Holmdel, NJ*

*Ciao Bello Restaurant (Part time Evenings and weekends)
Wait Staff
Cranford, NJ*

April 2007 to Present

*Union County Sherriff's Office, Identification / Crime Scene Unit
Administrative Assistant
Elizabeth, NJ*

Opening incoming mail and distribute to all employees within the Unit. Daily data entry, setting up and maintaining files, answering of telephones for the Bureau of Criminal Identification. Constant interaction with the Warrant Squad, Prosecutor's Office, Probation, and State Judicial Offices Issued badges for County and State employees and other agencies. Set up requisitions for purchasing products and events for employees.

September 2005 - April 2007

*Scotch Plains Board of Education
Teacher's Aide Special Services
Scotch Plains, NJ*

Assist teachers with managing classroom which consist of one or more children with disabilities and have Autism. Assist the teachers with lesson plans and clerical duties. Instructed children in areas to promote their social and emotional development and self-life skills

January 2004 -September 2005

*Kenilworth Board of Education
Teacher's Aide Special Services
Kenilworth, NJ*

Part time instructional support aide for classroom teachers Performed several duties with children in small group settings. One on one personal aide at Harding Elementary School ages from preschool through grade five. Assisted resource room teacher with daily instruction on language arts and mathematics.. At David Brearley High school duties included, classroom aide, lunch and hall monitoring of the student body. Data entry, filing, and completion of applicable student forms for administrators as needed for the Special Services Department. Microsoft Word and Excel experience.

Skills and Abilities

Data entry, telephones, customer service, use of office equipment: fax, scanners, Dictaphone and copiers. Microsoft word, excel. Cashier, Front End Manager, Scanning Coordinator, Customer Service, Food Service, and Restaurant experience.

Education: Westfield High School Business 1974, Union College continuing Education Accounting.

Interview Note Sheet

Name: <u>Dana Margolin</u>	Interviewer: <u>Debra Hickey</u>
Date: <u>6/17/19</u>	Rate of Pay: <u>\$15.00</u>
Position (s) Applied for: <u>Server</u>	Referred by: <u>Chris Baska</u>

Test Scores					
Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/15	%

Score
Full-Time
Part-Time

Review, Experiences & Summary of Strengths

Server @ PNC Vip Tent. Total of _____ in Food Service
 Server / Captain @ Gran Condonian for 5 months
 Weekends only - Availability changes
 willing to travel -

6/17

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

Transportation: Car Public Transit Carpool (Rider / Driver)

Regions Available to Work: North NJ South NJ Central NJ Jersey Shore

Contributions in Service: TIPS Serv-Safe LEAD Other Will Submit

Availability: Open AM only PM only Weekdays only Weekends only

Details: _____

Uniforms: 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 Aerobics Academy? _____
 Convention Candidates? _____
 Other Languages Spoken: _____

Re: Employment Application New Jersey

JotForm

Fri 06/07/2019 4:19 PM

To: Team New Jersey <newjersey@acrobatoutsourcing.com>

Employment Application New Jersey

First Name	Debra
Last Name	Margolin
E-mail Address	southboundnewjersey@gmail.com
Phone	908-868-4836
Address	Second Ave
Unit or Number	3fl
City, State	Garwood
Zip Code	NJ 07027
What region(s) are you applying to work within?	New Jersey
Which position(s) are you applying for?	Server
Are you applying for:	Part-Time
When can you start?	06-11-2019
Can you work overtime?	Yes
How did you hear about us?	Referral
If you were referred, please tell us by whom:	Denise
What days/times can you work?	Tuesday PM Wednesday PM
Select all that apply:	Thursday AM Saturday PM
Do you have any	long weekend august4nights

planned vacations
or extended leave in 5 nights Late October
the next 12 months?
(If no, leave blank)

Have you ever
applied to or
worked for Acrobat
before? No

Are you able to
perform the
essential functions
of the job for which
you are applying? Yes

Name of School Westfield High School

City & State Westfield, NJ

Grade/Degree High School Diploma

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") Yes

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

Are you currently
employed? Yes

Can we contact your
current employer? Yes

Name and Address
of Employer union county sherriff's office
10 Elizabethtown Plaza

Elizabeth NJ

Type of Business government police

Phone Number 732-259-0889

Your Position &
Duties secretary

Date of Employment
(from/to): oct 2007

Reason for Leaving not

Still Employed: Yes

Name and Address
of Employer Pnc arts center
Legends
Homdel NJ

Type of Business venu

Phone Number 732-203=2507

Your Position &
Duties VIP wait staff, food service, cashier

Date of Employment
(from/to): May 2018 to September 2018, May 2019 to
Present

Reason for Leaving change

Still Employed: Yes

Name and Address
of Employer Gran Centurions
Clark NJ

Type of Business venu

Phone Number 732-362-1664

Your Position &
Duties wait staff, supervise

Date of Employment
(from/to): 10/2018

Reason for Leaving change

Still Employed: Yes

Have you ever been
fired from a
previous place of
employment? If yes,
please explain:

ni

First Name It, Pat

Last Name Horra

E-mail Address phora@unnj.org

Phone 732-259-0889

Relationship: supervisor

Years Acquainted: 8

First Name Pat

Last Name Marcella

Phone 908-209-1118

Relationship: friend

Years Acquainted: 5

First Name lt. Frank

Last Name Coon

Phone 908=558-2631

Relationship: supervisor

Years Acquainted: 10

I hereby certify that I (Checked box indicates acknowledgement)
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.

(Checked box indicates acknowledgement)

I hereby authorize
Acrobat

(Checked box indicates acknowledgement)

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.

(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

(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

Applicant Digital
Signature (Type
Name):

Debra Margolin

Date:

06-07-2019

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

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

D Scullery

X Queen Mary

A Chaffing Dish

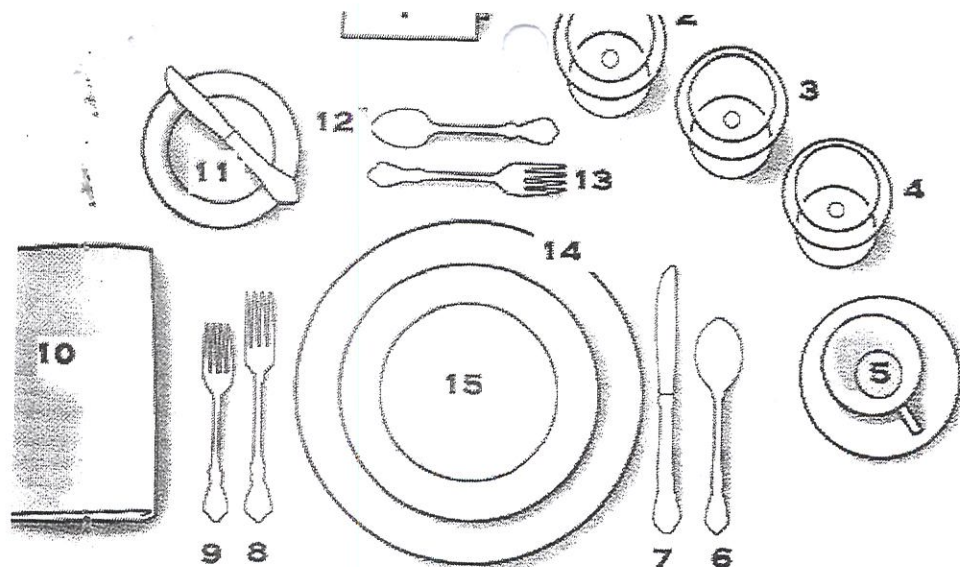
X French Passing B

B Russian Service G

F Corkscrew

C 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



Score / 35

Match the Number to the Correct Vocabulary

- 8 Dinner Fork
5 Tea or Coffee Cup and Saucer
7 Dinner Knife
2 ~~X~~ Wine Glass (Red)
9 Salad Fork
14 ~~X~~ Service Plate
3 ~~X~~ Wine Glass (White)

- 10 Napkin
11 Bread Plate and Knife
1 ~~X~~ Name Place Card
12 Teaspoon
13 Dessert Fork
6 Soup Spoon
15 Salad Plate
4 ~~X~~ Water Glass

Fill in the Blank

1. The utensils are placed 2 1 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? cream sugar
3. Synchronized service is when: table by table all plates served at the same time by all servers
4. What is generally indicated on the name placard other than the name? table #
5. The Protein on a plate is typically served at what hour on the clock? 6
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?
Ask Kitchen for suggestions



Case Verification Number: 2019158210045ED

Report prepared: 06/07/2019

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

Employee Information

Name: debra margolin

Date of Birth: 06/04/1956

U.S. Social Security Number: ***-**-3958

Employee's First Day of Employment: 06/07/2019

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: *****6562

Expiration Date: 10/31/2020

State: New Jersey

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