

**Debra Margolin**  
64 Second Ave 3rd floor  
Garwood NJ 07027  
908-868-4836  
[southboundnewjersey@gmail.com](mailto: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 Sheriff'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:	Diba Margolin		Interviewer:	Debbie Lucker	
Date:	6/7/99		Rate of Pay:	\$15.00	
Position (s) Applied for:	Server		Referred by:	Diane Barta	

Job Type	Hours	%	Job Type	Hours	%
Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

Full-Time

Part-Time

Relevant Experience & Summary of Services

Total of \_\_\_\_\_ in Food Service

Server @ PNC Up Tent.  
 Server / Captain @ Gran Caribbean 85 months  
 weekends only - Availability changes  
 willing to travel -



P.O.S. Experience: Y / N details: \_\_\_\_\_

Car

Public Transit

Carpool ( Rider / Driver )

North NJ

South NJ

Central NJ

Jersey Shore

TIPS

Serv-Safe

LEAD

Other \_\_\_\_\_

Will Submit

Open

AM only

PM only

Weekdays only

Weekends only

Details: \_\_\_\_\_

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 Actor's  
 Academy?

Conventions Attended: \_\_\_\_\_

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  
Select all that apply: Wednesday PM  
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 No  
before?

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

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 Yes  
which under  
"Special")

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 union county sherriff's office  
of Employer 10 Elizabethtown Plaza

Elizabeth NJ

Type of Business goverment 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 lt, 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

b 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 13

b 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 22

b 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

d 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

d 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

d 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 dinning 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

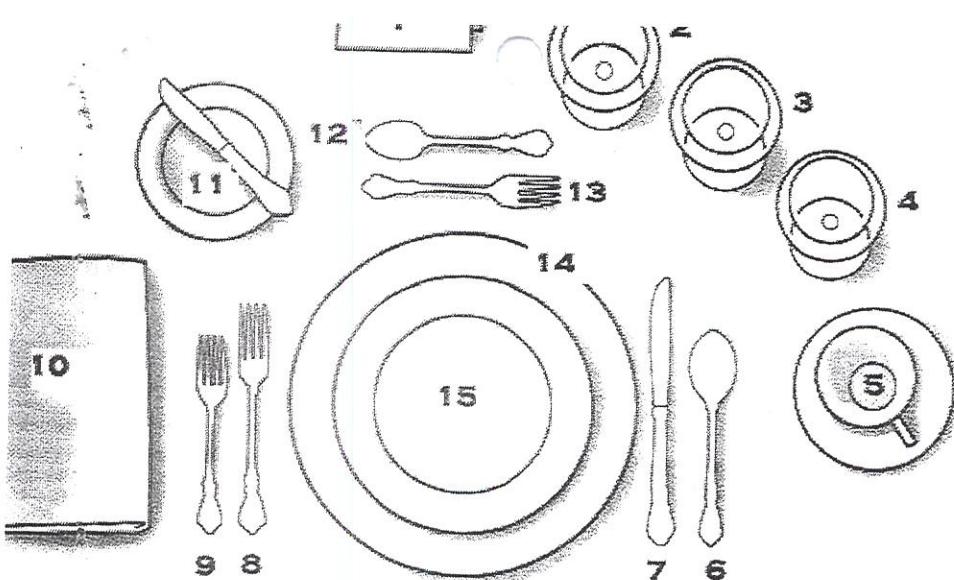
22 / 35

60%

Match the Correct Vocabulary

D Scullery  
X Queen Mary  
X 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	Wine Glass (Red)
9	Salad Fork
14	Service Plate
3	Wine Glass (White)

10 Napkin  
11 Bread Plate and Knife  
1 Name Place Card  
12 Teaspoon  
13 Dessert Fork  
6 Soup Spoon  
15 Salad Plate  
24 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 11  
 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