

Mercedez Lewis

Sales Associate /Assistant Manager

Rahway, NJ

mercedezlewis01@gmail.com

8622404497

Currently In School For Real Estate

Authorized to work in the US for any employer

Work Experience

Bartender/Server

Mojitos/Champs/ ny night clubs - New York, NY

May 2015 to January 2019

I was a bartender/server and host. Bartending is something that I always done with my other jobs on the side as well.I am great at interacting with the people and providing exceptional customer service making sure that everyone is happy.

Sales Associate

Sprint Wireless Retailer - Sayreville, NJ

October 2017 to January 2018

Sales Associate was responsible for keeping store clean and organized at all times.

- Sold Wireless phones and accessories every month to meet monthly sales goals.
- Responsible for meeting customer needs and making sure they leave store with ultimate satisfaction and no complaints

Supervisor

Level 10 hair studios - Irvington, NJ

March 2012 to September 2017

Provided exceptional customer service

- Tagged all sale items
- Implemented and maintained merchandising presentations
- Cash control
- Appointment setting

Front Desk Agent

Hampton Inn - Woodbridge, NJ

October 2014 to March 2016

Provided quality customer service

- Recruiting and training new staff
- Responsible for inventory on a computerized system
- Processed daily cash transactions
- Maintained department inventory

Telemarketer

Circulation Development Inc - Parlin, NJ
June 2006 to June 2008

Cold calling, direct mail, and performed other lead generation activities

- Resolved customer issues about orders or payment information
- Direct distribution of product

Education

High school Diploma in College Prep Courses

Hillside High school - Hillside, NJ

September 2004 to June 2008

Skills

EXCEL (1 year), EXCELLENT WRITTEN AND VERBAL COMMUNICATION SKILLS (3 years), MICROSOFT WORD (1 year), ORGANIZATIONAL SKILLS (3 years), OUTLOOK (Less than 1 year), Restaurant Server, Waitress, Hostess, Waiter, Bartending

Additional Information

SKILLS

- Microsoft Word
- Exceptional organizational skills
- Project management
- Planning/ Team Building
- Strong communication skills both written and verbal

Interview Note Sheet

Name: <u>Mercedes Lewis</u>	Interviewer: <u>Jo Polk</u>
Date: <u>6/14/19</u>	Rate of Pay: <u>\$15</u>
Position (s) Applied for: <u>Server</u>	Referred by: <u>Indeed</u>

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

Full-Time
Part-Time

Currently in matriculation @ school
Real Estate classes

Total of _____ in Food Service

Holton Restaurant in NYC

- Mojitos/Champs
Bartender & Server in NYC
May 15 - Jan 19

Can carry a tray

Vacay July 17-20
Sept 4-9

*max distance up to 40 min.

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

Transportation: Car Public Transit Carpool (Rider / Driver)

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

TIPS Serv-Safe LEAD Other _____ Will Submit

Open: AM only PM only Weekdays only Weekends only

Details: M-Sat until 5pm

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: Black polo

Would you recommend this applicant for Academy? _____

Other Languages Spoken: _____



Case Verification Number: 2019165162430KG

Report prepared: 06/14/2019

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

Employee Information

Name: Mercedes N. Lewis

Date of Birth: 09/04/1990

U.S. Social Security Number: ***-**-8874

Employee's First Day of Employment: 06/14/2019

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: *****9902

Expiration Date: 09/30/2019

State: New Jersey

List C Document: Social Security Card

Case Information

Case Status: Closed

Case Submitted By: Josephine Paik

Current Case Result: Employment Authorized

Reason for Closure: Employment Authorized Auto Close

Re: Employment Application New Jersey

JotForm <noreply@jotform.com>

Wed 6/12/2019 5:36 PM

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

Employment Application New Jersey

First Name	Mercedez
Last Name	Lewis
E-mail Address	mercedezlewis01@gmail.com
Phone	862-240-4497
Address	773 Linden Avenue
Unit or Number	2
City, State	Rahway
Zip Code	07065
What region(s) are you applying to work within?	New Jersey
Which position(s) are you applying for?	Server Bartender
Are you applying for:	Full-Time Part-Time
When can you start?	06-17-2019
Can you work overtime?	No
How did you hear about us?	Google
What days/times can you work?	Monday AM Tuesday AM
Select all that apply:	Wednesday AM Thursday AM Friday AM Saturday AM
Do you have any planned vacations	July 17-20 September 4-9

or extended leave in
the next 12 months?
(If no, leave blank)

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

Do you have any
friends or relatives
working for
Acrobat? If so, No
please let us know
who:

If hired, would you
have reliable means
of transportation to
and from work? Yes

If hired, can you
present evidence of
your legal right to
live and work in this
country? Yes

State age if under
18. If you are under
18, hire is subject to
verification that you
are of minimum age
to work. 28

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

Name of School Hillside High School

City & State Hillside New Jersey

Grade/Degree Diploma

Graduated? Yes

Do you have any
special licenses? (If
so, label under
"Special") No

Are you computer
literate? (If so, label Yes

which programs
under "Special")

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, No
label under
"Special")

Are you currently
employed? No

Can we contact your
current employer? Yes

Name and Address
of Employer Mojitos/Champs/NYC Night Clubs

Type of Business Night club / Restaurant

Phone Number 973-419-7533

Your Position &
Duties Bartender and Server greeting and giving great
customer service giving exceptional customer
service making drinks serving food breaking down
the bar cleaning up using pos system and keeping
up with cash control making sure everything runs
smoothly

Date of Employment
(from/to): May 2015 to January 2019

Reason for Leaving Temporary Call In basis for big events and parties

Still Employed: Yes

Have you obtained
any special skills or
abilities as the result
of service in the No
military? If yes,
please explain:

First Name Michael

Last Name Dudley

E-mail Address mrhamo7@gmail.com

Phone 732-298-1129

Relationship: Manager

Years Acquainted: 5

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.

(Checked box indicates acknowledgement)

I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for

(Checked box indicates acknowledgement)

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

(Checked box indicates acknowledgement)

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
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

(Checked box indicates acknowledgement)

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):

Mercedez Lewis

Date:

06-12-2019

Please Attach Resume Below

[Mercedez-Lewis.pdf](#)

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

Multiple Choice

- D 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
- 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
- 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
- A 4) What part of a glass should you handle at all times?
a) The stem *if it's a wine glass*
b) The widest part of the glass *middle if it's a pint 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 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

-8

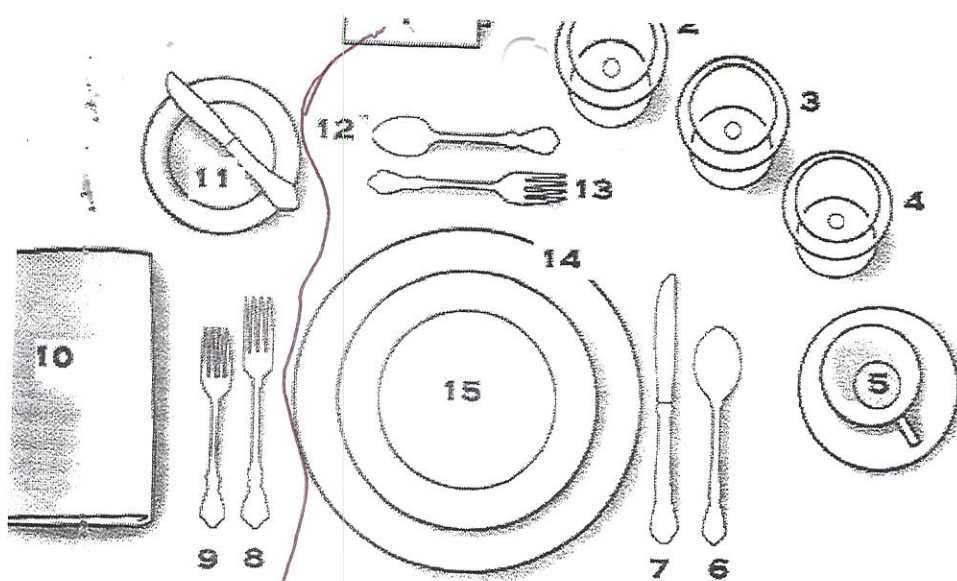
27

27/35

77%

Match the Correct Vocabulary

- D Scullery
E Queen Mary
A Chaffing Dish
G ~~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
1 Dinner Knife
2 Wine Glass (Red)
9. Salad Fork
14 Service Plate
3 Wine Glass (White)

didn't see
a number for it

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

Fill in the Blank

1. The utensils are placed 3 inch inch (es) from the edge of the table.
 2. Coffee and Tea service should be accompanied by what extras? cream, sugar, Lemon
 3. Synchronized service is when: all plates are served at the same time by all servers
 4. What is generally indicated on the name placard other than the name? how many guests
 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?
Go get your manager or supervisor