

# ACROBAT OUTSOURCING

## TSC GROUP

Rositsa Gospodinova

Taborca ID: 54082

Date of Hire: 10/16/2019

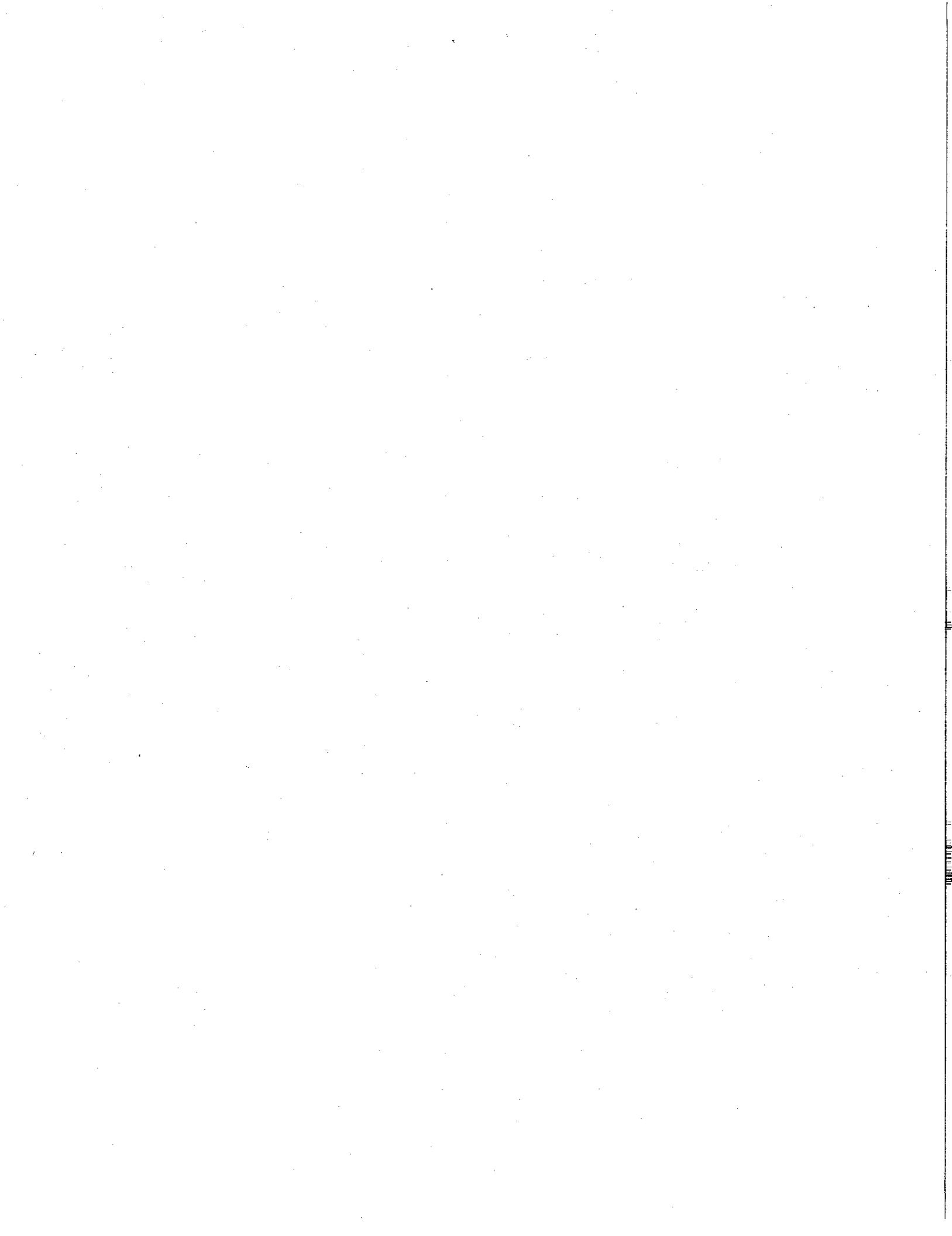
Date of Re-Act: / /

- Verify
- Hire Right EE
- Hire Right Internal (upload any list A docs)
- Notice to Employee Completed
- Added to Orientation Time Sheet
- Background Check

- New Hire List (All fields)
- Check Taborca Profile (All fields)
- Upload Resume and Skills Tests (one doc)
- Upload Food Handler's Card
  - Presented
  - Emailed

### 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
- 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
- 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 it's been over a year since last shift
- Delete employee from the INA/TER spreadsheet if they are on it



Interview Note Sheet

General

Name: <i>Rositsa Gospodinova</i>	Interviewer: <i>Ngoc Ho</i>
Date: <i>10/16/2019</i>	Rate of Pay: <i>\$19/hr</i>
Position (s) Applied for: <i>Cashier/Concessions</i>	Referred by: <i>CL</i>

Server	/35	%	Bartender	/30	%	Full-Time <div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;">           Part-Time  <i>Events</i> </div>
Prep Cook	/15	%	Barista	/10	%	
Grill Cook	/40	%	Cashier	/10	%	
Dishwasher	/10	%	Housekeeping	/16	%	

Total of <i>0 yrs</i> Experience in Food Service/Hospitality			
Describe a time when you had to multitask, or work under pressure?	How would you handle a disagreement/argument with a coworker?	What do you do to go above and beyond and exceed your customer's expectations?	Notes:
<i>- prioritize, be efficient, be sure to do what is important first</i>	<i>- communicate directly and explain what's wrong and gently solve problems</i>	<i>- be polite, listen, be responsive and be positive</i>	

P.O.S. Experience: *(Y)* / *N* details:

*Car*

*South Bay*

*N/A*

*Open, prefer daytime*

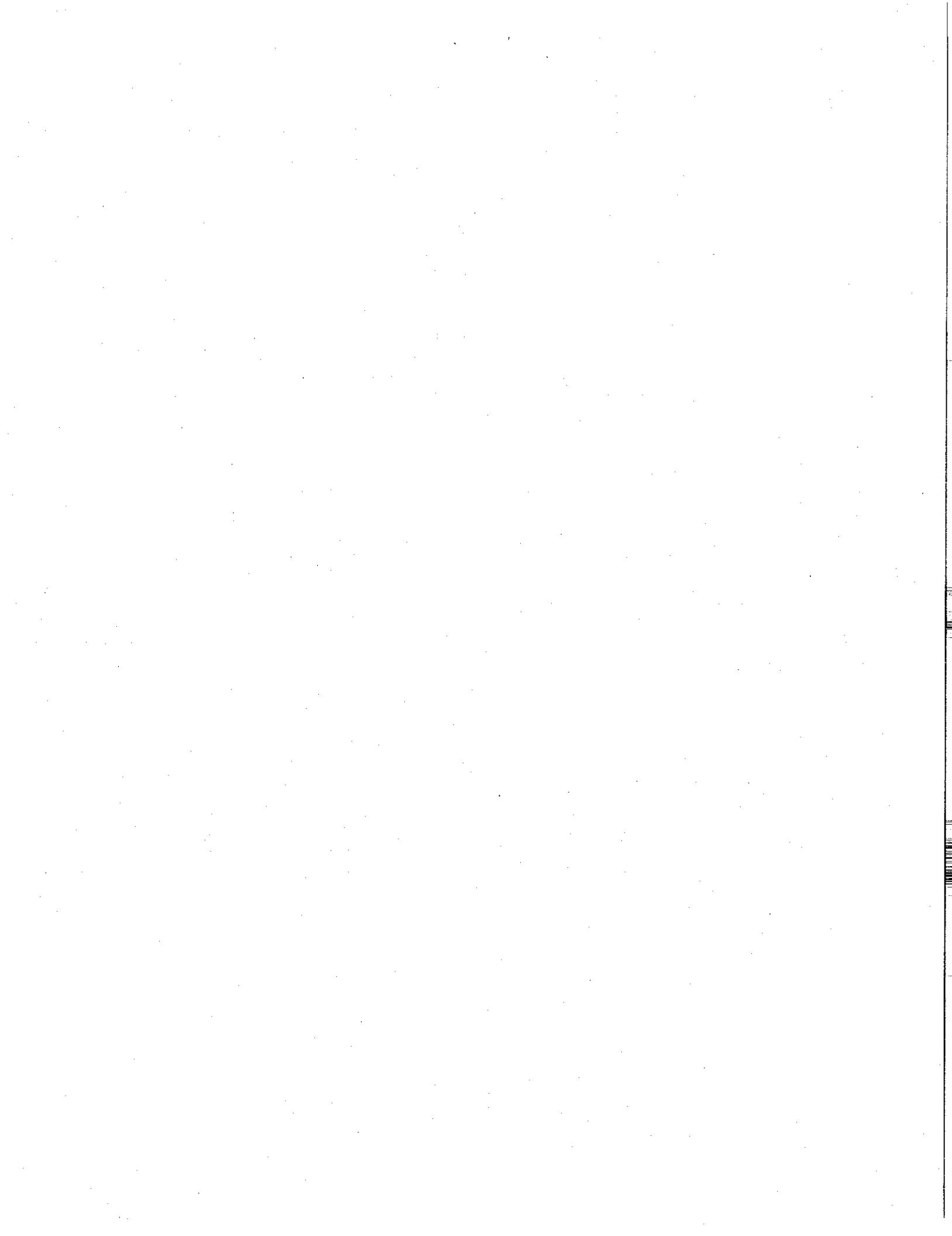
Bistro White  
 Black Bistro  
 Tuxedo  
 1/2 Tuxedo  
 Black Vest  
 Long Black Tie  
 Other:

Chef Coat  
 Chef Pants  
 Knives  
 Black Pants  
 Non-Slip Shoes  
 Bow Tie

*Acrobat Academy*

*Lead Academy*

*Russian  
Bulgarian  
French*



## Employment Application San Jose



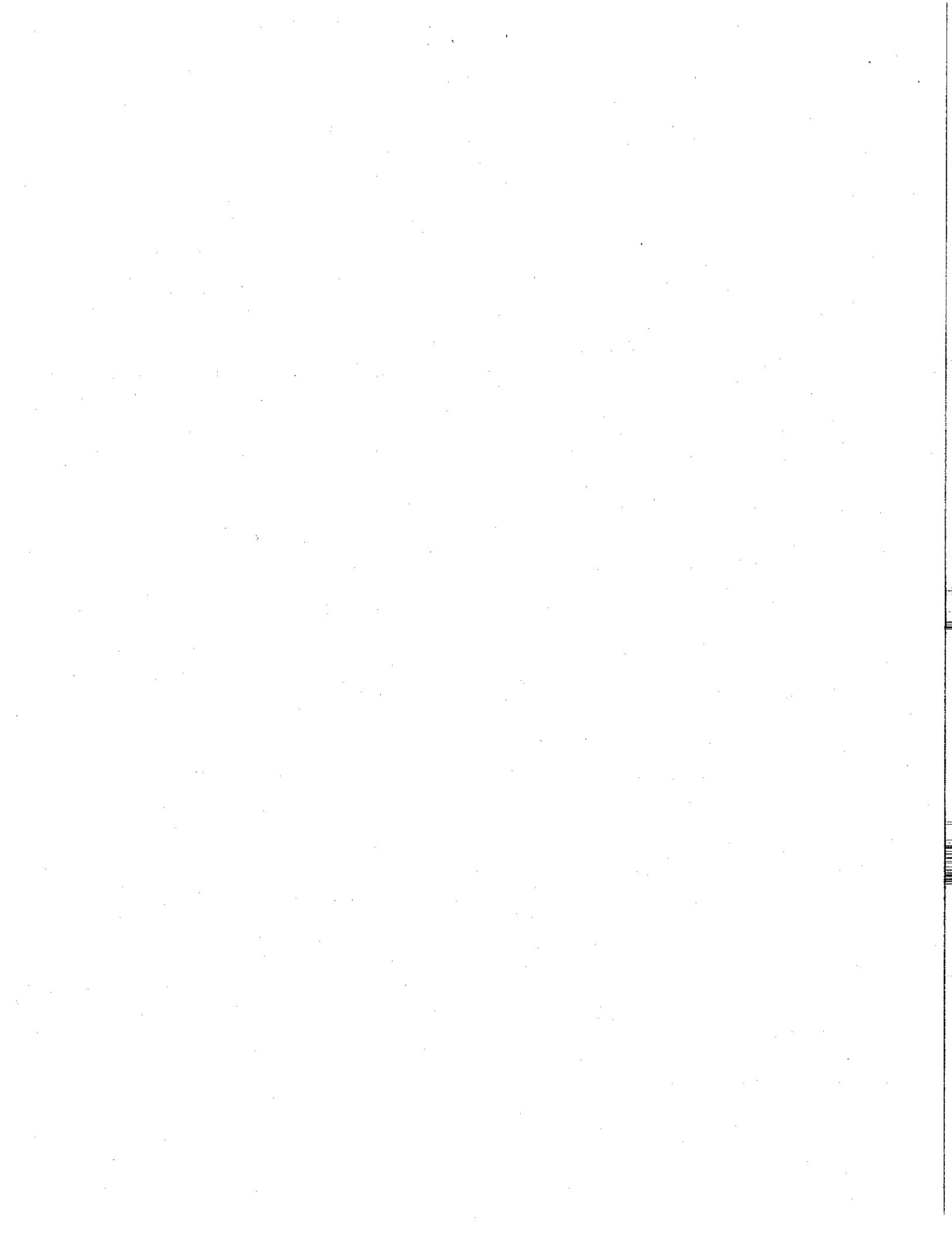
ACROBAT OUTSOURCING  
TSC GROUP

# 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.

### Your Contact Information

<b>First Name</b>	Rositsa
<b>Last Name</b>	Gospodinova
<b>E-mail Address</b>	rossigospodinova@yahoo.com
<b>Phone</b>	669 251 4466
<b>Address</b>	931 Wainwright Dr
<b>Unit or Number</b>	1
<b>City, State</b>	San Jose
<b>Zip Code</b>	95128
<b>What region(s) are you applying to work within?</b>	San Jose
<b>Which position(s) are you applying for?</b>	Housekeeper cashier, attendance
<b>Are you applying for:</b>	Part-Time



**When can you start?**

Friday, October 18, 2019

**Can you work overtime?**

Yes

**How did you hear about us?**

Craigslist

**What days/times can you work?**

Select all that apply:

Monday AM      Tuesday AM      Tuesday PM

Wednesday AM      Thursday AM      Friday AM

Saturday AM      Sunday AM

**Do you have any planned vacations or extended leave in the next 12 months? (If no, leave blank)**

No I don't

**Have you ever applied to or worked for Acrobat before?**

No

**Do you have any friends or relatives working for Acrobat? If so, please let us know who:**

No

**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?**

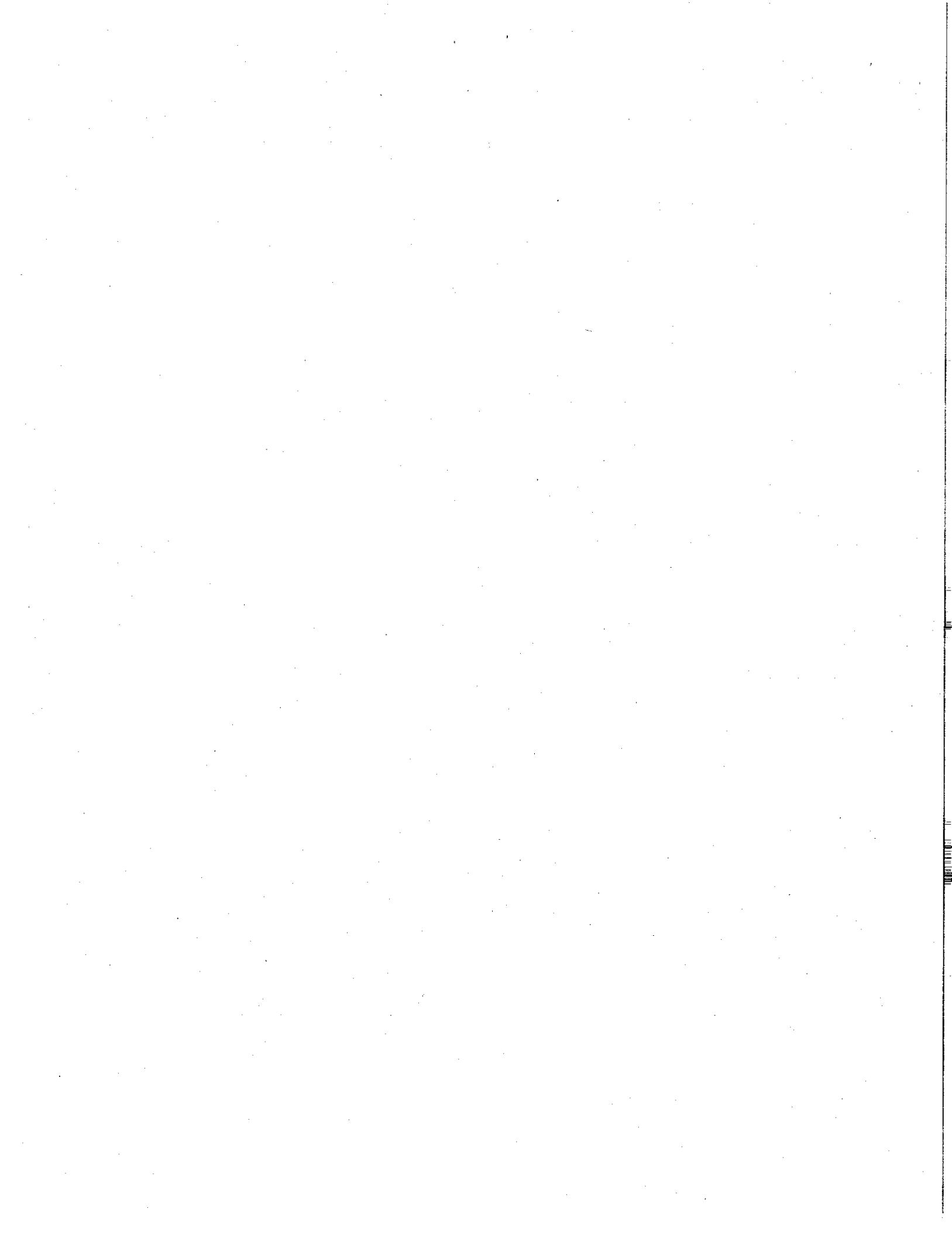
Yes

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

Yes

Pursuant to any and all Fair Chance Ordinances, we will consider for employment qualified applicants with arrest and conviction records.

**Education & Skills**



*Please Indicate Highest Level Achieved*

**Name of School**

Varna University of Electronics  
DeAnza College

**City & State**

Bulgaria  
Cupertino, CA

**Grade/Degree**

BA in Science  
AA in Accounting

**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")**

No

**Do you have any experience, training, qualifications or special skills? (If so, label under "Special")**

Yes

**Special:**

Accountant, Worked long time in Macy's as Sale rep., Cashier at Beacon Lighting, Proficient in Math and good with the numbers

**Employment History**

**Are you currently employed?**

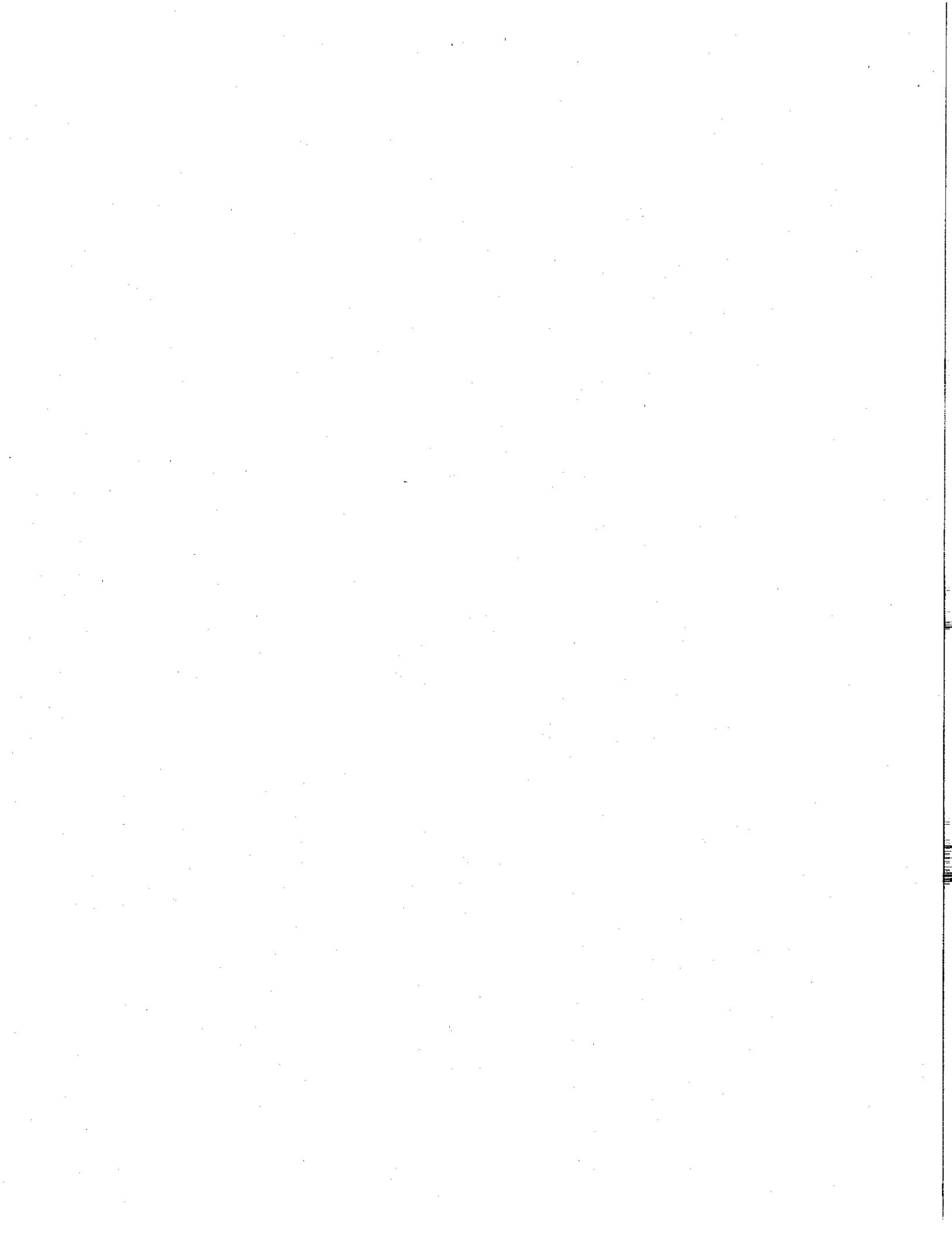
No

**Can we contact your current employer?**

No

**Most Recent Employers**

**Name and Address of Employer**



DeWinter Group  
Campbell

**Type of Business** Staffing Agency

**Phone Number** 4082977500

**Your Position & Duties**

Accounts Payable

**Date of Employment (from/to):**

06/01/2019 - 06/15/2019

**Reason for Leaving**

Project

**Still Employed:**

No

**Name and Address of Employer**

The Unity Care Group  
1500 Parkmoor Ste 115  
San Jose CA

**Type of Business** Group Homes

**Phone Number** 408 396 5970

**Your Position & Duties**

Accounts payable, Petty cash and Expense disbursements, Checks Issuing

**Date of Employment (from/to):**

March 7, 2016- February 22, 2019

**Reason for Leaving**

Company was closing, Lay off

**Still Employed:**

No

**Name and Address of Employer**

Macy's  
Sunnyvale

**Type of Business** Retail

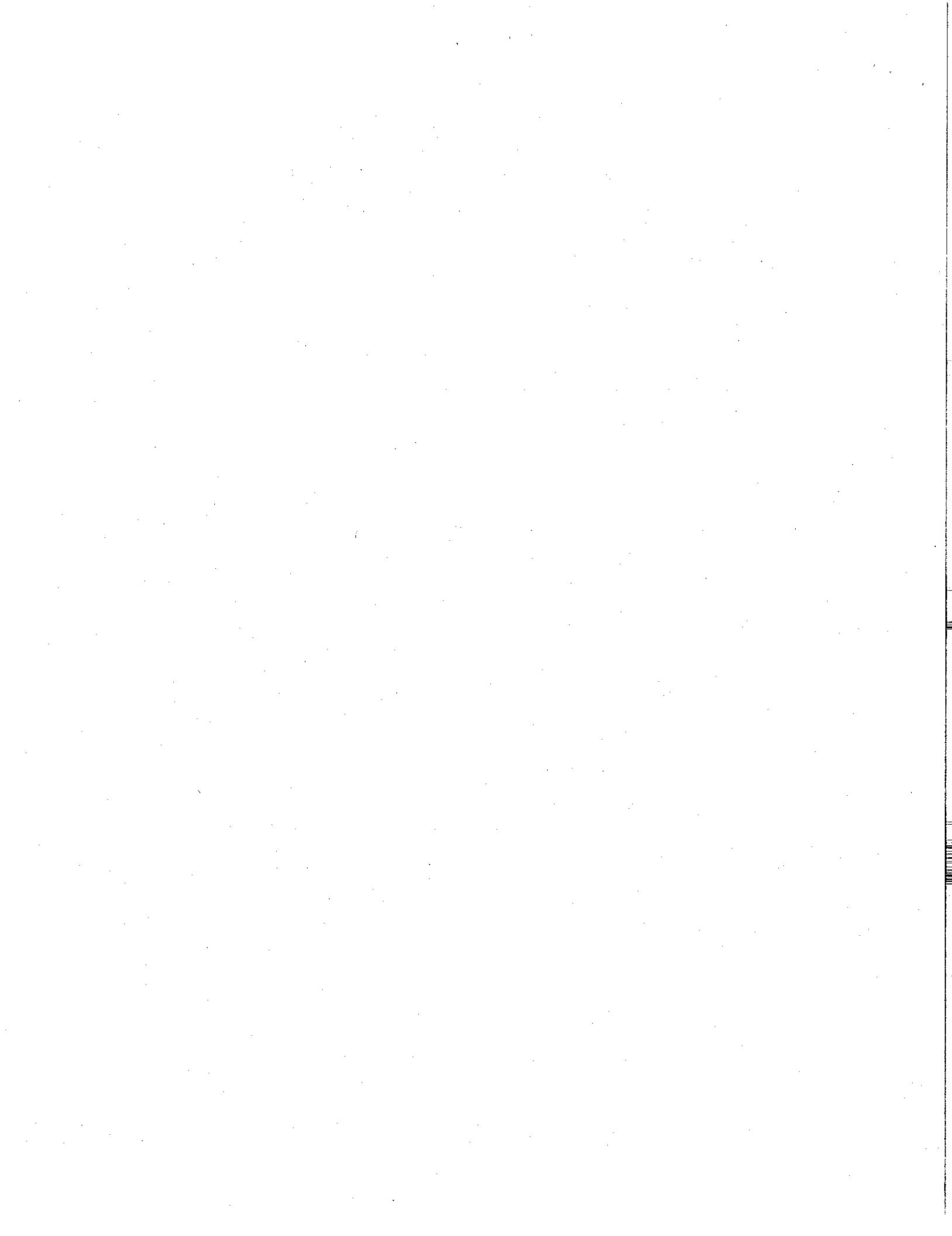
**Phone Number** N/A

**Your Position & Duties**

Customer service rep., Cashier

**Date of Employment (from/to):**

Oct 2012 - June 2015



**Reason for Leaving**

Laid off

**Still Employed:**

No

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

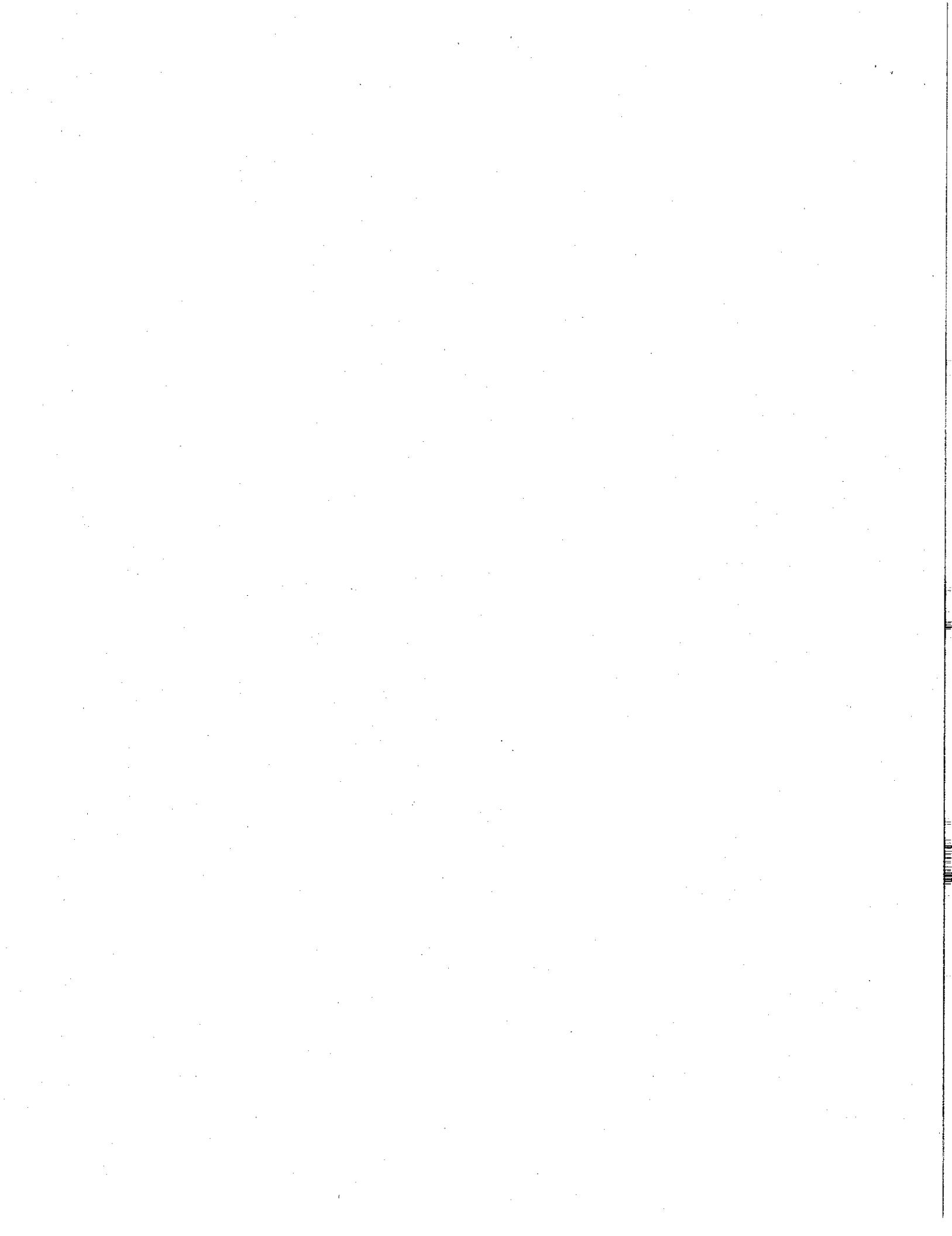
No

**Military Service****Have you obtained any special skills or abilities as the result of service in the military? If yes, please explain:**

No

**Job Related References****References**

<b>First Name</b>	Gary
<b>Last Name</b>	Rummelhoff
<b>E-mail Address</b>	grummelhoff@unitycare.org
<b>Phone</b>	408 396 5970
<b>Relationship:</b>	CFO
<b>Years Acquainted:</b>	3



**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.**

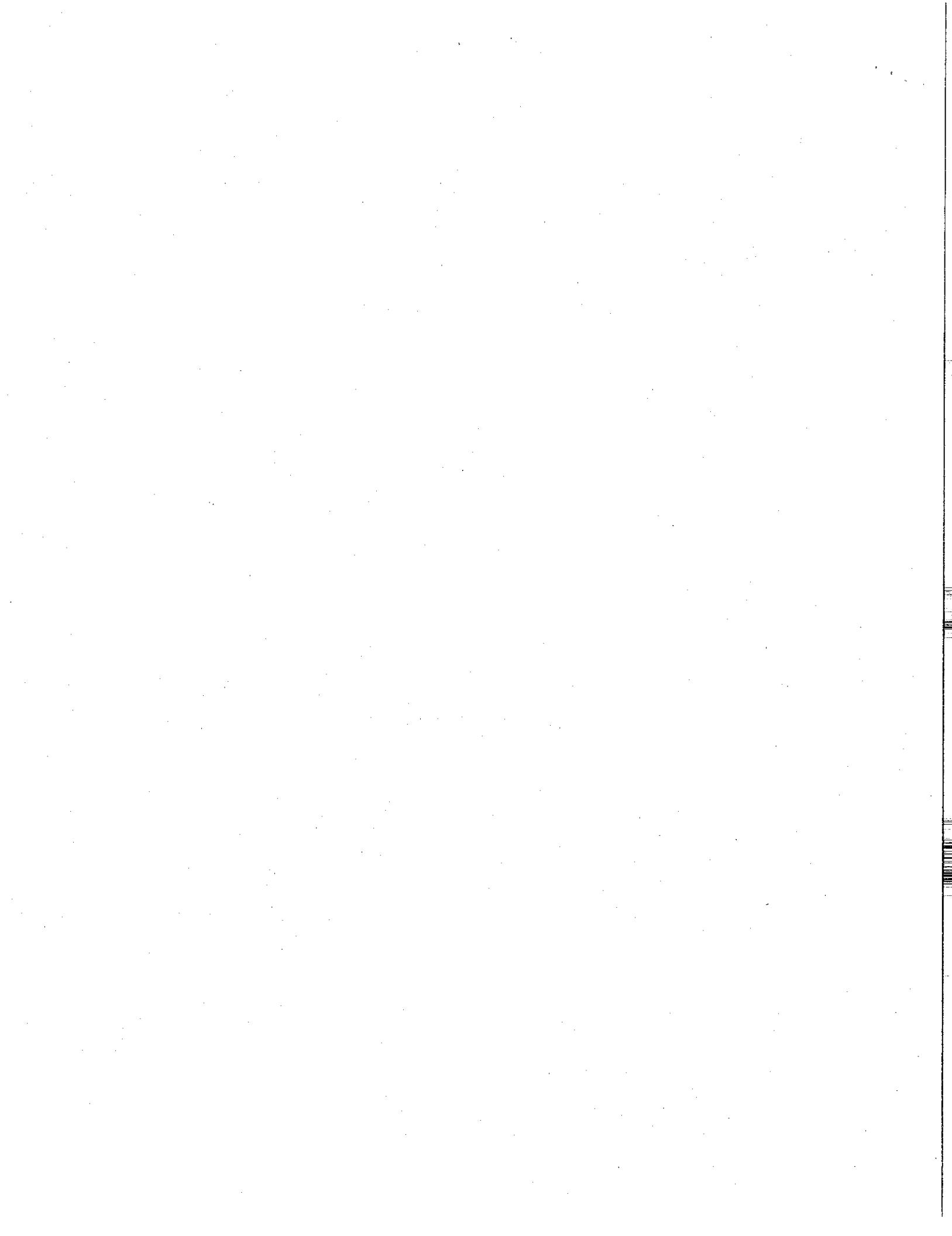
(Checked box indicates acknowledgement)

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

(Checked box indicates acknowledgement)



**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 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.**

(Checked box indicates acknowledgement)

**I hereby acknowledge that I have read and understand the above statements.**

(Checked box indicates acknowledgement)

By signing the document below and clicking the "Submit" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement.

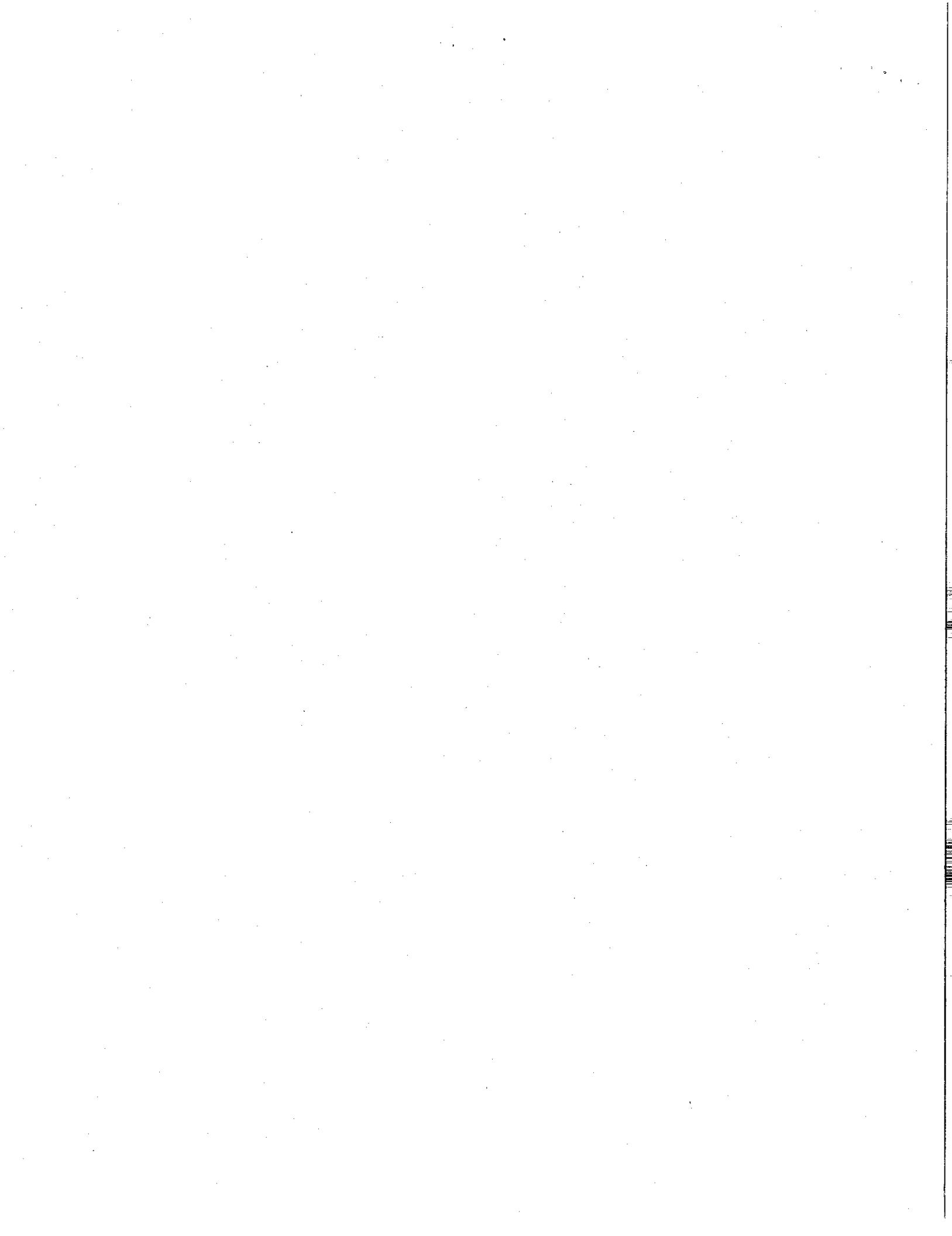
**Applicant Digital Signature (Type Name):**

Rossie Gospodinova

**Date:**

Tuesday, October 15, 2019

Please attach your resume here, if you do not attach it, please bring a hard copy of your resume to the in-person interview.



## **PROFESSIONAL EXPERIENCE**

**DeWinterGroup/FortySeven Inc. ASSIGNMENT | Menlo Park, CA** **Jun.2019- Jul.2019**

***Accounts Payable Specialist***

- Full process of A/P in QuickBooksOnline. Weekly check run of average 100 checks. Created, printed and sent.
- 3 way mach while sending for approval Invoices and contracts. Reconciled employees advance accounts and expense reports .
- Audited invoices against the POs, researched for discrepancies and submitted aging reports to Controller. Ensured the accurate and timely cash disbursements preventing late fees and providing quality service to operating units and vendors. Managed online bill payments,
- ACH payments, EFT and foreign currency transactions...
- Prepared the accruals at the end of the month..  
Managed various special projects in the finance department.

**The Unity Care Group | San Jose, CA**

**Jan.2016- Feb.2019**

***Accounts Payable Specialist***

- Full process of A/P in Abila MIP. Weekly check run of average 100-150 checks .
- Reconciled A/P and G/L statements. Reconciled employees advance accounts and expense reports using Excel for Accounting.
- Audited invoices against the POs, researched for discrepancies and submitted aging reports to CFO. Computed and recorded freight charges, rentals, and bills Ensured the accurate and timely cash disbursements preventing late fees and providing quality service to operating units and vendors. Managed online bill payments.
- Reconciled company credit card and bank accounts.
- Processed the annual 1099 preparation and distribution.
- Prepared the accruals at the end of fiscal year.
- Managed the Petty Cash. Assisted the auditors at the annual company audits.  
Improved and applied new technologies in the A/P process in the way to increase efficiency.  
Managed various special projects in the finance department.

**Ceterix| Menlo Park, CA**

**Oct.2016-Jan.2016**

***Accounts Payable / Accounts Receivable Administrator (Contract)***

- Accounts Payable: Full cycle of A/P. Posted PO and not PO Invoices in Net Suite. Matched PO's with receivers and packing documents, processed payments (ACH, credit cards, and cut checks to the vendors).W-9s, 1099s, Vendors accounts aging reports and reconciliation.
- Accounts Receivable: Processed Sales Orders in NetSuite, created and sent invoices, matched with the clients' POs and shipping documentation. Made collection calls and monitored aging of accounts. Checks collection, applied payments to client's bills in NetSuite, deposited the checks. Processed the ACH & credit cards payments.
- Expense reports: Processed and approved staff expense reports in Concur.
- Office Management: Ran the office errands/calendaring/coordinating events.

**Cushman & Wakefield Inc. | San Jose, CA**

**Sept.2015-Oct.2015**

***Accounts Payable Clerk (Contract)***



- Uploaded invoices in Yardi, matched them with the corresponding POs, acquired necessary approval, applied credits, created batches, coded and entered the approved invoices into web-based accounting system, requested funds for disbursement.
- Assisted with accruals for month-end and reconciled A/P statements.
- Organized the A/P files, managed vendor information, resolved invoice and PO discrepancies in a timely manner.

### **European Paving Design | San Jose, CA**

#### ***Accounts Payable/Payroll Assistant***

- Managed A/P: Processed matching receivers and packing documents to corresponding POs; processed & posted vendor invoices in Intacct and Google Drive.
- Worked with Vendors and Project Managers to resolve differences and discrepancies in the quantities and/or in the receivers/invoices and applied discounts and credits to the corresponding invoices.
- Posted recurrent bill payments, workers expenses and non-PO invoices in Intacct.
- Reconciled vendor statements for month-end.
- Worked with the Worker Comp Laborer funds, uploaded data in Google Drive and updated consistently.
- Payroll: Reviewed, corrected and entered timecards in Intacct. Processed the worksheets for employee hours in Work Comp funds.

### **James Painting | San Jose, CA**

**Oct.2008-Nov.2015**

#### ***Bookkeeper/Office Assistant***

- Accounts Payable: Managed A/P, processed vendor POs, processed checks to pay expenses and bills in QuickBooks.
- Accounts Receivable: Managed A/R, entered estimates, processed customer invoices, investigated and resolved customer queries, collected payments, maintained customer files.
- Monitored the aging of payments and other irregularities.
- General office management: Prepared and file office and business documentation, vendor & collection calls, etc.

### **Slade & CO| San Jose, CA**

**Jan.2015-May 2015**

#### ***Accounting Assistant/Administrator (Tax season)***

- E-filed tax returns in Lacerte; entered new client information; organized tax documents; managed and uploaded clients' tax documents and files; resolved issues with client tax data;
- Assisted with Bookkeeping: entered bank statements, checks, processed check payments and expenses in QuickBooks.
- Administrated clients' data; managed appointments using Sugar CRM.

### **Rose Cart Flower Shop**

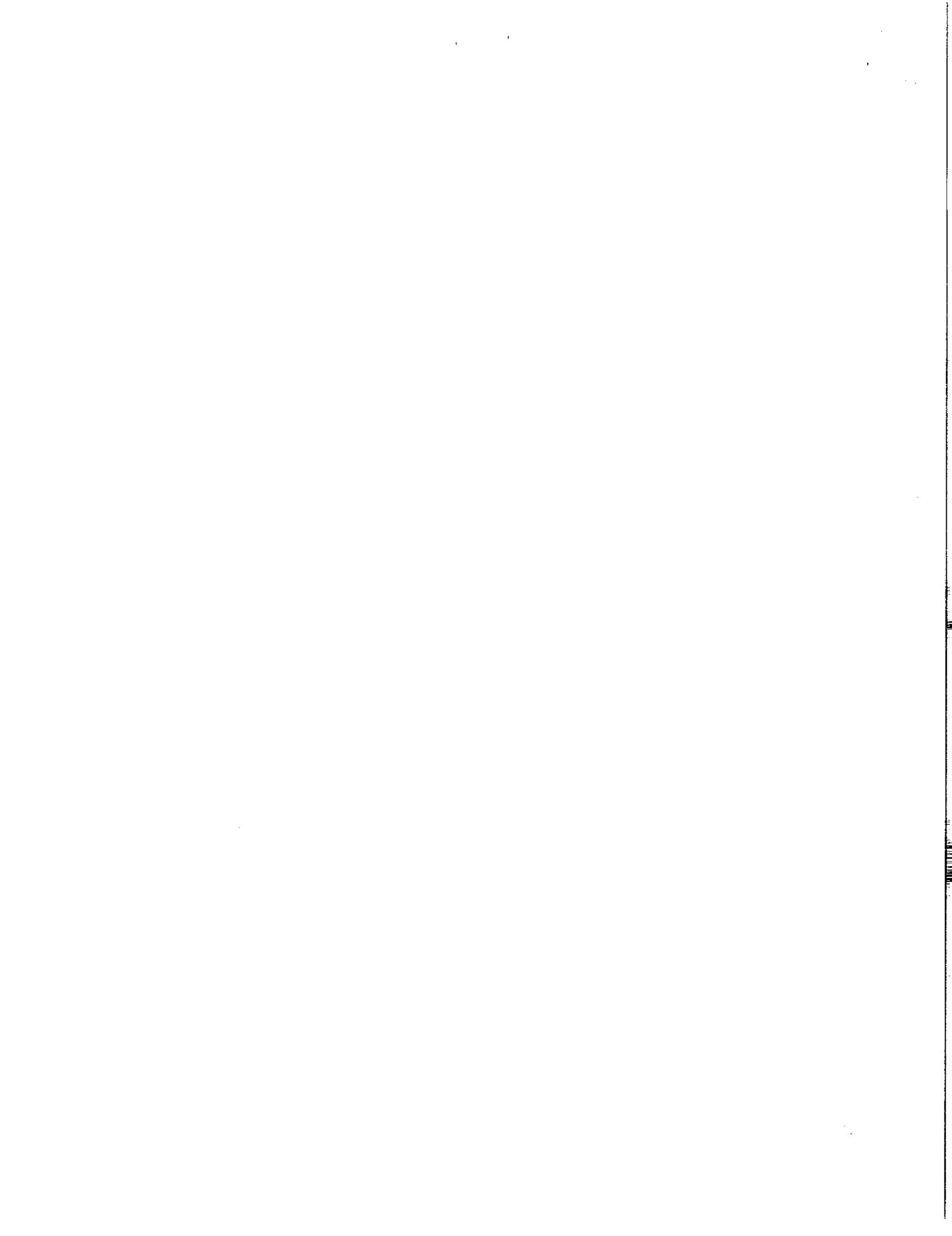
**Sep.2013-Dec.2014**

#### ***Bookkeeper***

- Accounts Receivable: Collected payments; created aging reports; managed customer accounts and POs
- Accounts Payable: Created POs; manage vendors' accounts; Processed checking, banking and cash transactions.
- Assisted with the year-end close.

## **TECHNICAL SKILLS**

AbilaMIP\*TripLog\*NetSuite\*IntacctERP\*Yardi\*QuickBooks\*GoogleDrive\*ExcelMS\*Outlook  
 \*Laserte \*Concord\*MS Word\*Sugar CRM\*



## **EDUCATION**

Technical University – Bulgaria

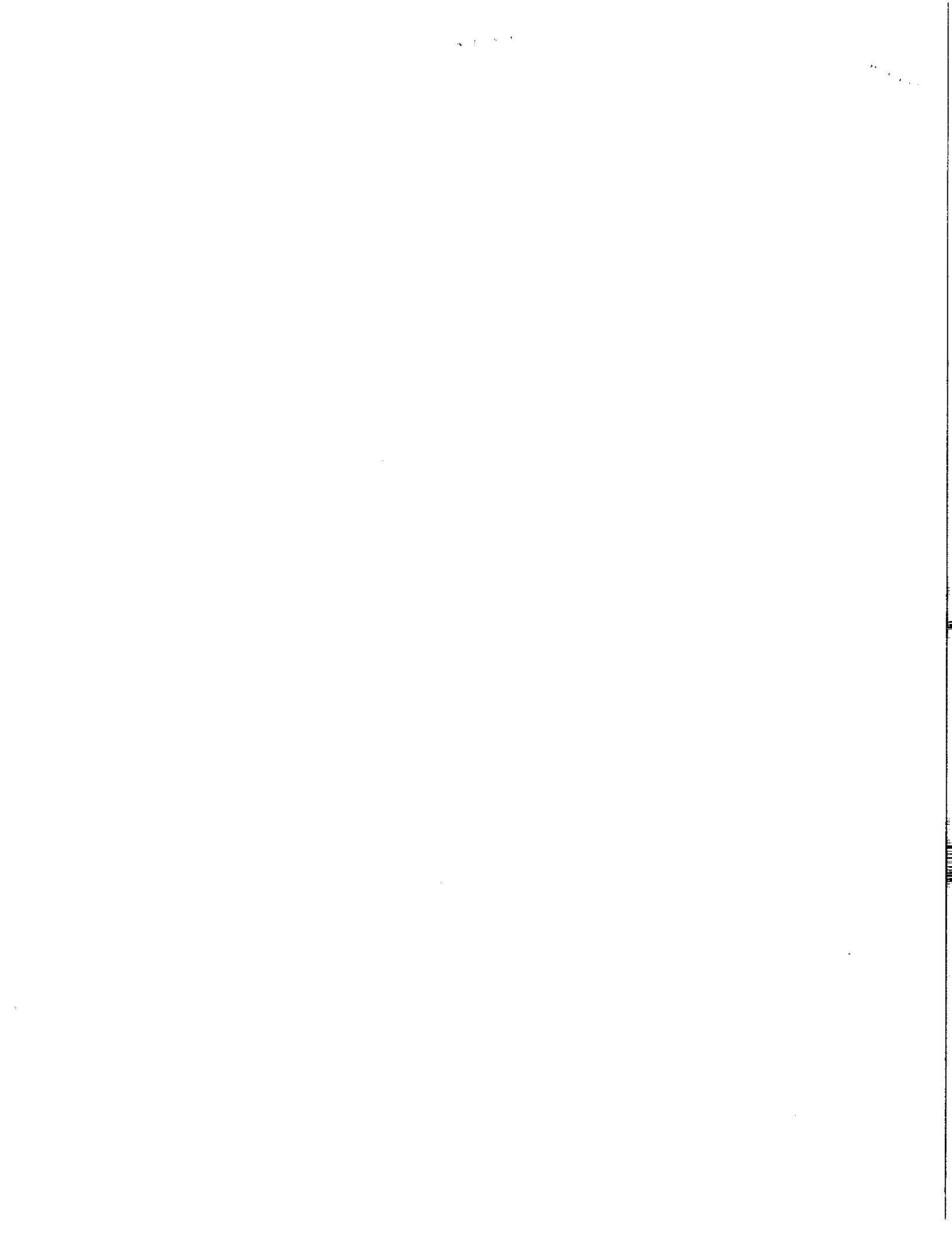
- B.S.in Engineering and Microelectronics

DeAnza College| Cupertino, CA

- AA in Accounting
- Certificate in Accounting – QuickBooks

Mission College | Santa Clara, CA

- Business Administration
- Project Management



NOTICE TO EMPLOYEE  
Labor Code section 2810.5

EMPLOYEE

Employee Name: Rossie A. Gospodinova  
Start Date: 10/16/2019

EMPLOYER

Legal Name of Hiring Employer: S.E Scher

Is 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 - The Service Companies

Physical Address of Main Office: 1871 The Alameda Ste 110 San Jose, CA 95126

Mailing Address: 1871 The Alameda Ste 110 San Jose, CA 95126

Telephone Number: (408) 866-0772

WAGE INFORMATION

Rate(s) of Pay: \$19/hr Overtime Rate(s) of Pay: \$28.5/hr

Rate by (check box):  Hour  Shift  Day  Week  Salary  Piece rate  Commission

Other (provide specifics): \_\_\_\_\_

Does a written agreement exist providing the rate(s) of pay? (check box)  Yes  No

If 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):

(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

# WORKERS' COMPENSATION

Insurance Carrier's Name: York Risk Services

Address: 1390 Willow Pass Road, Concord, CA. 94520

Telephone Number: 866.391.9615

Policy No.: NSWCC-0000101

Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure: \_\_\_\_\_

## PAID SICK LEAVE

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
  1. requesting or using accrued sick days;
  2. attempting to exercise the right to use accrued paid sick days;
  3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
  4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice: (Check one box)

- 1. Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.
- 2. Accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §246.
- 3. Employer provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.
- 4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): \_\_\_\_\_

## ACKNOWLEDGEMENT OF RECEIPT

(Optional)

Ngoc Ho

(PRINT NAME of Employer representative)

Ngoc Ho

(SIGNATURE of Employer Representative)

10/16/2019

(Date)

Rossie Gospodimova

(PRINT NAME of Employee)

Rossie Gospodimova

(SIGNATURE of Employee)

10-16-2019

(Date)

The employee's signature on this notice merely constitutes acknowledgement of receipt.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.

## Attendance Policy

The cost of absenteeism and lateness is difficult to estimate, no one can calculate the cost of the burden this puts on others who have to do the absent person's work. Most people will be late or sick at one time or another. But when short-term absences become more frequent, they might signal personal, medical, or job-related problems.

It is your responsibility to notify your supervisor at least 24 hours prior to your shift of any anticipated tardiness or absence. All tardiness or absences should be reported to the Emergency Line at 800.236.2276 x2207. You should provide the general reason for your absence, and understand that excessive absences and lateness will lead to disciplinary action.

Below is a breakdown of how infractions will be measured. Any employee who accumulates more than three points in a 90-day period can result in termination of employment.

Tardy – Anybody not signed/ clocked-in by their start time. 1 Point

Call Off – Needing to be taken off a shift after schedules are sent out. It is your responsibility to request any desired time off in advance. 1 Point

Un Call-Out – Failing to provide Acrobat with 24-hour notice before missing a shift. 1 Points

No Call No Show – Failing to provide Acrobat with any notice before missing a shift. 3 Points

Name:

Rossie Gospodinov Date: 10-16-19

Signature:



