

# ANN BOWMAN

QUEENS, NY  
720-420-0331  
ANNRBOWMAN@GMAIL.COM  
REFERENCES PROVIDED UPON REQUEST

## EDUCATION

GLASGOW SCHOOL OF ART,  
GLASGOW, SCOTLAND, BACHELORS  
FINE ART, PAINTING

GOUCHER COLLEGE, BALTIMORE,  
MARYLAND, BACHELORS LIBERAL  
ARTS, PHILOSOPHY

## ROLES & RESPONSIBILITIES

*as an Event Manager for Marlow Events:*

- Liaise as main point of contact for Client and all related vendors
- Expedite food during service to ensure accuracy and presentation, act as liaison between kitchen and servers
- Direct set up of rental furniture, FOH and BOH equipment, food and beverage service, and break down at the end of the event

*as Studio Manager for photographer Tory Williams:*

- Assess client needs and create estimates based on scope
- Create and maintain protocol & systems of scheduling and billing, oversee billing and invoicing
- Produce as needed, creative talent sourcing (hair & makeup, set, prop and food stylists), assist on set as needed
- Strategize with owner to analyze trends and identify problems, maintain brand consistency in all communications

## WORK EXPERIENCE

March 2019 - Present  
Host at St. Anselm, 355 Metropolitan Ave, Brooklyn, NY 11211

August 2019 - Present  
Event Captain at Berg'n, 899 Bergen St., Brooklyn, NY, 11238

2016 - Present  
Freelance Day-Of Coordinator for wedding couples

July 2018 - Present  
Server, Events Manager for Marlow Events: Catering from Marlow & Sons, Roman's, Achilles Heel and Marlow & Daughters. [marloweventsnyc.com](http://marloweventsnyc.com)

May 2019 - October 2019  
Day-Of Coordinator for Pies N Thighs catering, based from Pies N Thighs restaurant, 166 S. 4th St., Brooklyn, NY, 11211

March 2019 - August 2019  
Maitre' D, Server Assistant at The Finch, 212 Greene Ave, Brooklyn, NY 11238

June 2018 - March 2019  
Host at Una Pizza Napoletana, 175 Orchard St. NY, NY 10002

Nov 2015 - Feb 2018  
Studio Manager at Tory Williams Photography, 47 Bergen St. Floor 3, BK, NY 11201

April 2009 – July 2016  
Head Host, Events Manager, Day-Of Event Coordinator for wedding couples at Roberta's, 261 Moore St. BK, NY 11206



## 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.

### PLEASE PRINT

Full Name ANN BOWMAN Date: OCT 21 2019  
Home Telephone ( ) N/A Other Telephone (720) 425 0331  
Present Address 1863 TROUTMAN ST. APT 1F RIDGEWOOD, NY 11385  
Permanent Address, if different from present address: \_\_\_\_\_  
Email Address annrbowman@gmail.com

### EMPLOYMENT DESIRED

Position applying for: FOH event staff Salary desired: \$40.00 pr/hr  
Are you currently registered with any staffing and/or employment agencies? If so, please list \_\_\_\_\_

Are you applying for: Full-time work? Yes    No    Part-time work? Yes ✓ No   

Temporary work, e.g., summer or holiday work? Yes    No    From: \_\_\_\_\_ To: \_\_\_\_\_

How did you find out about our open position? (Please check fill in proper name of source):  Referral  Name of Referral Liz Johnson  Newspaper  Job Fair  Agency  Company Website

Other Web Posting  Other Source

Could you work overtime, if necessary? Yes ✓ No    If hired, on what date could you start working? 10/24/19

Please keep in mind that schedules and shifts may vary depending on position and season. Additionally, the hours may vary from week to week, depending on the company needs. Please list only the times/days you're available to work below.

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM							
PM							

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: \_\_\_\_\_

### PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes    No ✓ If yes, when? \_\_\_\_\_

Do you have friends or relatives working for Acrobat Outsourcing? Yes    No    If yes, please state name and relationship \_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work? Yes ✓ No   

If hired, can you present evidence of your legal right to live and work in this country? Yes ✓ No   

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

Are you able to perform the essential functions of the job for which you are applying? Yes ✓ No   

If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.) \_\_\_\_\_

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outsourcing  
Your Hospitality Staffing Professionals

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

## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
GLASGOW SCHOOL OF ART	GLASGOW, SCOTLAND	B.A. Fine Art	Yes
FOUCHER COLLEGE	BALTIMORE, MD	B.A. Philosophy	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES YES	NO
Are you computer literate? If so, list software knowledge under "Special".		YES	NO
Are you proficient with Point of Sales Systems? If so, please list which ones under "Special".		YES	NO
Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited for work at Acrobat Outsourcing? If so, please list under "Special".		YES	NO
Special: FOOD HANDLERS CERTIFICATE / GENERAL WORD PROCESSING PROGRAMS / ADOBE SUITE PROGRAMS / BREAD CRUMB POS SYSTEM			

## EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for unemployment periods of three months or more.

Are you currently employed? Yes  No

If so, may we contact your current employer? Yes  No

Name and Address of Employer

BERG 'N, 899 Bergen St. BK, NY 11238

Type of Business event space / bar / restaurant Telephone No. (718) 577 2784 Supervisor's Name Jen Watson

Your Position and Duties Event Captain: Client ancillary point General manager person during an event. oversee food + bev service + make sure it is executed to plan.

Dates of Employment: From Aug '19 To present

Reason for Leaving: N/A

Name and Address of Employer

Marlow Events, 177 Dwight St. BK, NY 11231

Type of Business catering for Marlow Group restaurants Telephone No. (917) 909 0277 Supervisor's Name Tucker Schwarz

Your Position and Duties Event server Captain, Manager: Execute / oversee food + bev service according to plan.

Dates of Employment: From July '18 To present

Reason for Leaving: N/A

Name and Address of Employer

St. Anselm, 355 Metropolitan Ave. BK, NY 11211

Type of Business Restaurant Telephone No. (718) 384 5054 Supervisor's Name Krystal Umons

Your Position and Duties Host: seat guests + create + manage waitlist (often 2-3 hrs) once full

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Your Hospitality Staffing Professionals

Dates of Employment: From March '19 To present

Reason for Leaving: N/A

Name and Address of Employer \_\_\_\_\_

Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_)

Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Have you ever been fired from any previous place of employment? If so, please explain: NO

## MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military?  
If so, describe: \_\_\_\_\_

Yes  No

## JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Tucker Schwarz

Telephone No. (917) 909 0277 tucker@  
Address: work : The Castle by Marlow Events Bk, NY 11231 Marlowevents  
Occupation: Events Director Relationship: friend/employee Number of Years Acquainted: 6 + years

Name: Elizabeth Johnson

Telephone No. (718) 218 4444 elizabeth@  
Address: work : The Finch restaurant Bk/ NY thefinchnyc.com  
Occupation: General Manager Relationship: friend Number of Years Acquainted: 6 months

Name: \_\_\_\_\_

Telephone No. (\_\_\_\_)

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Occupation: \_\_\_\_\_



**Please Read Carefully, Initial Each Paragraph and Sign Below**

AS 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.

AS 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.

AS 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 agency and general public records history.

AS 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.

AS 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.

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

Applicant's Signature

Date

10/21/2019

## Form W-4 (2019)

**Future 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](http://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](http://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](http://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](http://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.

<b>W-4</b>		<b>Employee's Withholding Allowance Certificate</b>		OMB No. 1545-0074
Form Department of the Treasury Internal Revenue Service		► Whether you're entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.		2019
1 Your first name and middle initial <b>ANN R</b>		Last name <b>BOWMAN</b>		2 Your social security number <b>141 82 1911</b>
Home address (number and street or rural route) <b>1863 TROUTMAN ST. APT 1F</b>		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."		
City or town, state, and ZIP code <b>RIDGEWOOD, NY, 11385</b>		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 <input type="checkbox"/> / <input type="checkbox"/>		
6 Additional amount, if any, you want withheld from each paycheck . . . . .		6 <input type="checkbox"/> \$ <input type="checkbox"/>		
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"> <li>• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and</li> <li>• This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.</li> </ul>		If you meet both conditions, write "Exempt" here. ► <b>7</b>		
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>Ann R. Bowman</i>		Date ► <b>10/21/2019</b>		
8 Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.)		9 First date of employment		10 Employer identification number (EIN)