

[!\[\]\(a3ea015cc5581cad732d1eb81613fe7b_img.jpg\) Download as a PDF](#)

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Dora Leticia Gonzalez

I love to smile, I have a positive and friendly personality
Austin, TX

I'm bilingual in Spanish and I love to learn new things everyday, I learn fast, I like the challenges and always try to give the best of me. What I am looking for is not only a job but a career. Where i can overcome in working my way up for a better future to provide for my family.

Authorized to work in the US for any employer

Work Experience

Medical assistant/receptionist/costumer service/massage therapist

Varix institute - Austin, TX

February 2013 to January 2015

- *Front office.
- *Back office
- *Answer office cell phone
- *Assist nurse w/set up
- *Take patients to room
- *Vital Signs
- *Telemarketing
- *Scheduled patients
- *Make patient's Chart
- *Customer service
- *Injections for weight loss
- *Fill out Lab forms for blood work
- *Cash/Credit card handle
- *Endermologie massage therapist
- *Micro-current facial massage therapist
- *Clean/Sanitize
- *Stock the front/back office
- *Make a list for Inventory
- *Offer patients the product for Sclerotherapy

Assembly Line

Onin Staffing - Austin, TX
June 2007 to April 2012

I worked in assembly line, Packaging product, cutting/stripping cables for TimeWarner, scanned packages to confirm same serial number with the one on monitor. I worked 8 hrs standing and in other job places seating down.

Education

Diploma in Medical assistant

Everest institute - Austin, TX
September 2010 to August 2011

Skills

Bilingual Spanish, Customer Service (4 years), Receptionist, Vital Signs, Injections

Additional Information

My first job was in the year 2007 I worked at Golden Corral Buffet and in 2011 at Taco Cabana my job duties were greeting and taking orders, cashier, host, meal prep order, seating customers.

2019295190352 DB



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 Dora Gonzalez Date: 10-22-19
Home Telephone (512) 227-9035 Other Telephone (512) 620-3527
Present Address 9300 Quail meadow dr.
Permanent Address, if different from present address: _____
Email Address Letty gn2.89@gmail.com

EMPLOYMENT DESIRED

Position applying for: housekeeping / open Salary desired: 12.50
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 Angela Rangel 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?
10-23-19

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.

<u>SPECIFY HOURS AVAILABLE DAILY</u>	<u>SUNDAY</u>	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>
AM		X	X	X	X	X	X
PM		X	X	X	X	X	X

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 friend Angela Rangei

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.)

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?
<u>Everest Institute</u>	<u>Austin TX</u>	<u>Yes</u>	<u>Yes</u>
Do you have any special licenses, certificates or special training? If so please list under "Special".		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:	<u>bilingual in spanish - customer service exp.</u>		

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The Service Companies

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

Name and Address of Employer Varix Institute

Type of Business Medical Telephone No. (317) 662-7490 Supervisor's Name Alma Negrete
Your Position and Duties Medical Assistant

Dates of Employment: From 02/13 To 01/15

Reason for Leaving: My fiance got transfer to another town
work related

Name and Address of Employer Onin Staff

Type of Business Agency Telephone No. () Supervisor's Name
Your Position and Duties Assembly

Dates of Employment: From 04/07 To 04/12

Reason for Leaving: temp work

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:

Name and Address of Employer

Type of Business Telephone No. () Supervisor's Name

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The Service Companies

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: _____

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes No
If so, describe: _____

JOB RELATED REFERENCES

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

Name: Alma Negrete Telephone No. (512) 662-7690
Address N. Lamar Blvd
Occupation: Nurse Relationship: Co-worker Number of Years Acquainted: 3

Name: Daisy Jaimes Telephone No. (512) 284-6119
Address W. William Cannon
Occupation: food dietary Relationship: friend Number of Years Acquainted: 7

Name: Alicia Flores Telephone No. (512) 949-9903
Address 1070 Mearns meadow Blvd
Occupation: Clean houses Relationship: Friend Number of Years Acquainted: 10

Please Read Carefully, Initial Each Paragraph and Sign Below

DG

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.

DG

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.

DG

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.

DG

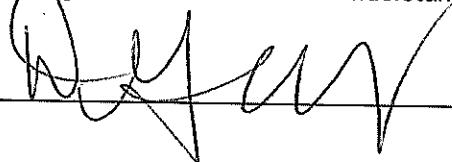
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

DG

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

10-22-19

Dishwasher Test

Score / 10

C 1) After washing your hands, which item should be used to dry them?

- Clean apron
- Sanitized wiping cloth
- Single use paper towel
- Common used cloth

C 2) While washing dishes by hand, which item should you wear?

- Cutting glove
- Oven Mitt
- Rubber glove
- Nothing

D 3) When should you wash your hands?

- Before you start work
- After handling non-food items (garbage, money, cleaning chemicals)
- After using the restroom
- All of the above

B 4) If you need to move a heavy load, you should PULL and not PUSH the object.

- True
- False

E 5) Which of the following could you be at risk for getting burned from?

- Steam from boiling pots
- Hot liquids (coffee, soup, tea)
- Hot equipment (ovens, pots, chafing dishes)
- Harsh chemicals
- All of the above

A 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.

- True
- False

C 7) What should you do if you spill liquids or see a liquid spill?

- Leave it for someone else to clean-up
- Wait until the end of your shift to clean it
- Flag the spill and clean it immediately
- Not sure

C 8) When handling hot items you should?

- Wear rubber gloves
- No need to wear anything
- Use an oven mitt or cloth towel
- Nothing

A 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?

- Rinsing
- Scraping
- Washing
- Sanitizing

C 10) What is the proper method for cleaning and sanitizing stationary equipment?

- Spray with a strong cleaning solution and wipe with a sanitized cloth
- Spray with a sanitizing solution, then rinse with clean water and dry
- Wash and rinse, then wipe or spray with a chemical-sanitizing solution
- Brush off loose soil with a clean cloth, then wipe with a sanitizing solution