



 Elizabeth, NJ 07201

 908.422.1580

 Mendezbello.amy@gmail.com

AMY MENDEZ

EDUCATION

Shake and Pour Bartending School
40-Hour Course Graduate 2019

Kean University
Bachelor of Arts; Sociology 06/2019

EXPERIENCE

8/2017-3/2018

BottleGirl Promoter • Meukow Cognac

Educated guests on client's products by engaging in conversations and offering client's samples.
Modeled as a brand ambassador.

02/2015-7/2017

Server • AppleBees

Took food and drink orders and carried out patron requests.

Assisted with food preparation in the kitchen to specifications.

Cleaned dining room, service counters, and kitchen stations.

11/2012- 07/2014

Bartender • Caffelegs

Recommended menu items to guests to increase guest satisfaction.

Created a welcoming environment for visiting guests providing a memorable experience.

Maintained all sanitation procedures and food safety guidelines.

RELEVANT SKILLS

Bartender Certified

ServSafe Alcohol Certified

Bi-lingual; fluent in English, and Spanish

First Aid/CPR Certified

6+ years of customer service experience

Proficient in POS systems

Re: Employment Application New Jersey

JotForm <noreply@jotform.com>

Wed 10/30/2019 1:28 PM

To: HS New Jersey <hsnj@theservicecompanies.com>

*Interview**10/31/19**@ 11am.***Employment Application New Jersey**

First Name	Amy
Last Name	Mendez
E-mail Address	mendezbello.amy@gmail.com
Phone	9084221580
Address	658 Adams Ave
Unit or Number	2
City, State	Elizabeth
Zip Code	07201
What region(s) are you applying to work within?	New Jersey
Which position(s) are you applying for?	Server Bartender
Are you applying for:	Part-Time
When can you start?	11-01-2019
Can you work overtime?	Yes
How did you hear about us?	Google
What days/times can you work? Select all that apply:	Monday AM Monday PM Tuesday AM Tuesday PM Wednesday AM Wednesday PM Thursday AM Thursday PM Friday AM Friday PM Saturday AM Saturday PM

Sunday AM

Sunday PM

Have you ever applied to
or worked for Acrobat
before?

No

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

Yes

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

New Jersey

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

Yes

Name of School

Kean University

City & State

Union, NJ

Grade/Degree

Bachelor's Degree

Graduated?

Yes

Do you have any special
licenses? (If so, label
under "Special")

Yes

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")

Yes

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

Yes

Special:

Bartender Certified, ServSafe Alcohol
Certified

Are you currently
employed?

Yes

Can we contact your current employer?	Yes
Name and Address of Employer	HMS Host, Newark, NJ
Type of Business	Hospitality
Phone Number	1-(877)-672-7467
Your Position & Duties	<p>My duties as a part time Bartender are</p> <ul style="list-style-type: none">1) Assessing bar customers' needs and preferences and making recommendations.2) Ensuring a safe and clean environment to promote comfortability for guests.3) Interacting with customers, taking orders and serving snacks and drinks.
Date of Employment (from/to):	09/2019 to Current
Reason for Leaving	N/A
Still Employed:	Yes
Name and Address of Employer	Meukow Cognac
Type of Business	Alcohol Beverage Company
Your Position & Duties	<p>My duties as a Bottlegirl Promoter included:</p> <ul style="list-style-type: none">1) Educating guests about the brand's products in nightclubs.2) Encouraging guests to try the product.
Date of Employment (from/to):	8/2017-3/2018
Reason for Leaving	The program ended.
Still Employed:	No
Name and Address of Employer	AppleBees, 561 Kapkowski Rd, Elizabeth, NJ
Type of Business	Restaraunt
Phone Number	(908) 289-5974
Your Position & Duties	<p>My duties as a Server included:</p> <ul style="list-style-type: none">1) Taking orders, answers questions about

the menu and food,

2) Communicating orders with the kitchen staff.

3) Helping with customer service and cleaning.

Date of Employment (from/to):	02/2015-7/2017
Reason for Leaving	Transitioned to different career choice while in school
Still Employed:	No
Have you ever been fired from a previous place of employment? If yes, please explain:	No
First Name	Sarah
Last Name	Rosenberg
E-mail Address	sarahlynn92@gmail.com
Phone	9084223404
Relationship:	Previous Manager
Years Acquainted:	10
First Name	Agnes
Last Name	Alves
E-mail Address	aalves@drew.edu
Phone	9088685505
Relationship:	Previous Coworker
Years Acquainted:	11
First Name	Kevin
Last Name	Torres
E-mail Address	pricelesskev@gmail.com
Phone	8623064208
Relationship:	Previous Coworker
Years Acquainted:	4
I hereby certify that I have not knowingly withheld any information	(Checked box indicates acknowledgement)

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

(Checked box indicates acknowledgement)

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 agency and general public records history.

(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, (Checked box indicates acknowledgement) and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

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

(Checked box indicates acknowledgement)

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): Amy Mendez

Date: 10-30-2019

Please Attach Resume Below [bartending_resume.pdf](#)

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

Interview Note Sheet
Bartender

Applicant Information					
Name: <u>Amy Mendez</u>	Interviewer: <u>Dolbie Lueke</u>				
Date: <u>10/31/2019</u>	Rate of Pay: <u>\$15.00 per hour</u>				
Position (s) Applied for: <u>Bartender/Server</u>	Referred by: <u>google search</u>				
Test Scores					
Server	/35	68 %	Bartender	/30	77 %
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%
Seeking: Full-Time <input checked="" type="checkbox"/> Part-Time <input checked="" type="checkbox"/>					
Relevant Experience & Summary of Strengths					
Total of <u>10</u> Experience in Food Service/Hospitality					
A wine glass falls on the floor and smashes. What do you do next?	How do you keep yourself busy during a slow shift?	Describe a time you needed to cut off serving a customer, how did you handle that?	Notes:		
<u>Clean it up immediately - make wet floor</u>	<u>Clean wine glasses. Wipe down bar. refill liquor</u>	<u>Ask Must sober friend assist - offer food - Offer offer.</u>	<u>Old server. Not comfortable with tray carrying.</u>		
P.O.S. Experience: Y / N details:					
Transportation			Regions Available to work:		
<u>own car.</u>			<u>Central North Jersey</u> <u>willing to travel 1 hour.</u>		
Certifications (if any)			Availability		
<u>SUSafe</u>			<u>open availability -</u>		
Uniforms Owned:					
<input checked="" type="checkbox"/> Bistro White	Chef Coat				
<input checked="" type="checkbox"/> Black Bistro	Chef Pants				
<input checked="" type="checkbox"/> Tuxedo	Knives				
<input checked="" type="checkbox"/> 1/2 Tuxedo	Black Pants				
<input checked="" type="checkbox"/> Black Vest	<input checked="" type="checkbox"/> Non-Slip Shoes				
<input checked="" type="checkbox"/> Long Black Tie	Bow Tie				
Other:	Cut Glove				
Recommendations:			Other Languages Spoken:		
<u>Acrobat Academy</u>					
<u>Lead Academy</u>					



Bartenders Test

Score / 35

Multiple Choice (6 points)

C

1) Carbonation _____ the rate of intoxication.

- a) Slows down
- b) Speeds up
- c) Does nothing to

B

2) What are the six most commonly used spirits?

- a) Sweet and Sour, Triple Sec, Grenadine, Midori, Lime Juice and Cranberry Juice
- b) Vodka, Whiskey, Gin, Bourbon, Rum and Tequila
- c) Chardonnay, Cabernet Sauvignon, Champagne, Merlot, Sauvignon Blanc, Zinfandel
- d) Kahlua, Vodka, Frangelico, Gin, Tequila, Spiced Rum

B

3) You can accept an expired ID as long as all other information is correct.

- a) True
- b) False

B

4) If someone has had too much to drink, serving them coffee will help sober them up.

- a) True
- b) False

D

5) What are the acceptable forms of ID for Alcohol Consumption?

- a) State or Government Issued ID Card or Drivers License
- b) Passport or Passport ID Card (as long as it lists the person's date of birth)
- c) School ID or Birth Certificate
- d) A & B
- e) A, B & C

B

6) If there is no shaker tin available to scoop ice for a drink, it is okay to use a glass.

- a) True
- b) False

27/35
77%

Vocabulary (9 points)

Match the word to its definition

C "Straight Up"

a.) Used to crush fruits and herbs for craft cocktail making

F Shaker Tin

b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured

I "Neat"

c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice

A Muddler

d.) To pour $\frac{1}{2}$ oz of a liquor on top

B Strainer

e.) Used to measure the alcohol and mixer for a drink

E Jigger

f.) Used to mix cocktails along with a pint glass and ice

G Bar Mat

g.) Used on the bar top to gather spills

D "Float"

h.) Requesting a separate glass of another drink

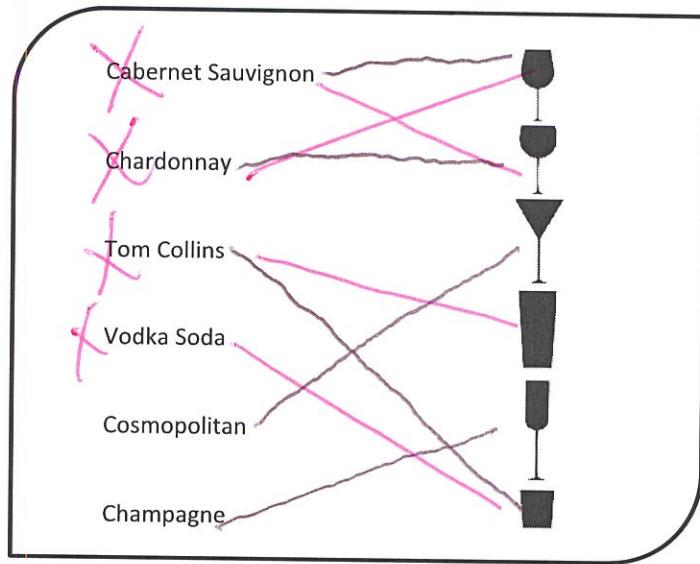
H "Back"

i.) Means to serve spirit room temperature in a rocks glass with no ice



Glassware (6 points)

Match the correct glass to the drink



Answer and Question (14 points)

Provide examples of 3 brand name "top shelf" spirits (3 points): Hendricks, Titos, Jack Daniels

What are the ingredients in a Manhattan? 2oz. American Whiskey, 1/4oz Sweet Vermouth, cherry garnish

What are the ingredients in a Cosmopolitan? Citron Vodka 1 1/2oz, Triple Sec 1/2oz, 1/2 Lime Juice, Splash Cranberry Juice

What are the ingredients in a Long Island Iced Tea? 1/2oz. Vodka, 1/2oz Whiskey, 1/2oz. Gin, 1/2oz. Rum, 1/2oz. Tequila, 1/2oz. Triple Sec, sometimes sour mix, with a splash of Coke

What makes a margarita a "Cadillac"? grand marnier floater

What is simple syrup? Sugar

Is it legal to pour liquor from one bottle into another? What is this called? (2 points)

NO - morning liquor -1

What should you do if you break a glass in the ice? Replace the ice entirely

When is it OK to have an alcoholic beverage while working? When the company allows it NO

What does it mean when a customer orders their cocktail "dirty"? Adding a little bit of Olive Juice

What are the ingredients in a Margarita? 1/2oz Tequila, 1/2oz Triple Sec, 1/2oz Lime Juice, Sour mix

Servers Test

Multiple Choice

A

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

D

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

A

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
- 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 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

Match the Correct Vocabulary

D Scullery

A. Metal buffet device used to keep food warm by heating it over warmed water

E Queen Mary

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)

A Chaffing Dish

C. Used to hold a large tray on the dining floor

B French Passing

D. Area for dirty dishware and glasses

G Russian Service

E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F Corkscrew

F. Used to open bottles of wine

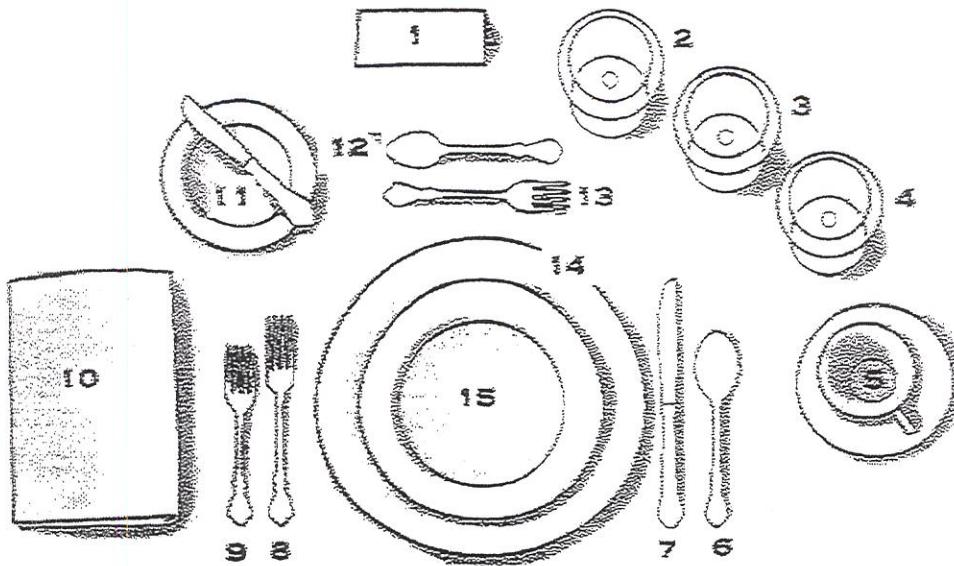
C ~~H~~ Tray Jack

G. Style of dining in which the courses come out one at a time

Name Amy

Score / 35

Servers Test



Match the Number to the Correct Vocabulary

<u>10</u>	Napkin	<u>8</u>	Dinner Fork
<u>11</u>	Bread Plate and Knife	<u>5</u>	Tea or Coffee Cup and Saucer
<u>1</u>	Name Place Card	<u>7</u>	Dinner Knife
<u>12</u>	Teaspoon	<u>2</u>	Wine Glass (Red)
<u>13</u>	Dessert Fork	<u>9</u>	Salad Fork
<u>6</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>3</u>	Wine Glass (White)
<u>4</u>	Water Glass		

Fill in the Blank

1. The utensils are placed 2-3 inches inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? biscuits cream & sugar
3. Synchronized service is when: food follows a sequence, ex: apps, entree, dessert
4. What is generally indicated on the name placard other than the name? Title of Position, or Table #
5. The Protein on a plate is typically served at what hour on the clock? Dinnertime, typically 5-7pm
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? Reccomend options inform kitchen / chef

Syncronized service (military style): all plates are served at the same time by all servers

TEST_Server (rev. 2013.07.31)

Congratulations!

You have successfully completed the ServSafe® Training and Certificate Program. This is your official ServSafe Alcohol Certificate Card and provides confirmation that you have studied, and are knowledgeable about, how to serve alcohol responsibly.

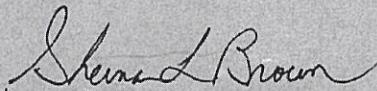
Thank you for participating in the ServSafe Alcohol program. Responsible alcohol service begins with the choices you make, and ServSafe Alcohol training will help you make the right decision when the moment arises.

By completing the ServSafe Alcohol program, you show your dedication to safe and responsible alcohol service. The ServSafe Alcohol program and the National Restaurant Association are dedicated to helping you continue to raise the bar on alcohol safety.

To learn more about our full suite of responsible alcohol service training products, contact your State Restaurant Association, your distributor or visit us at ServSafe.com.

We value your dedication to responsible alcohol service and applaud you for making the commitment to keep your operation, your customers and your community safe.

Sincerely,



Sherman Brown

Executive Vice President, National Restaurant Association Solutions



In Alaska you must laminate your card for it to be valid.

NOTE: You can access your score and certification information anytime at ServSafe.com.

If you have any questions regarding your certification please contact the National Restaurant Association Service Center at ServiceCenter@restaurant.org or 800.765.2122, ext. 6703.



233 South Wacker Drive
Suite 3600
Chicago, IL 60606-6383
1.800.SERVSAFE
312.715.1010 In the Chicago area
ServSafe.com

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Shake & Pour

Bartending School LLC.

This is to attest that

Amy Mendez

Is a qualified Bartender having successfully completed the forty-hour course of study and passed the required tests in recipe knowledge, glassware identification, customer service, cash handling, alcohol awareness and bar simulation (speed drill), granting recognition as a qualified Mixologist.


Shake & Pour
Bartending School

Henry Perez Mego, President

In testimony whereof:

We have awarded this certificate this
23rd Day of August, 2019



Signature