

Interview Note Sheet

Bartender

Applicant Information	
Name: <u>Mtazganyta Melkonian</u>	Date: <u>11/12/2019</u>
Position (s) Applied for: <u>Bartender/Server</u>	Referred by: <u>Interviewer: <u>Garry W.</u></u>
	Rate of Pay: <u>Interviewed.</u>

Test Scores				
Server	%	/35	Bartender	%
Prep Cook	%	/15	Barista	%
Grill Cook	%	/40	Cashier	%
Dishwasher	%	/10	Housekeeping	%
			/16	

Seeking:
<u>Full-Time</u>
<u>Part-Time</u>

Relevant Experience & Summary of Strengths			
Total of <u>Experience in Food Service/Hospitality</u>			
A wine glass falls on the floor and smashes. What do you do next?	Describe a time you needed to cut off serving a customer, how did you handle that?	Notes:	
Clear up. Try not to touch w/ hands. Wipe up glass.	side work. - trip in knee.		
P.O.S. Experience: <u>Y</u> / <u>N</u> details:			

Transportation	Regions Available to work:	Other Languages Spoken:
Certifications (if any)	Availability	
Uniforms Owned:	Recommendations:	
Bistro White	Acrobat Academy	Lead Academy
Black Bistro		
Tuxedo		
1/2 Tuxedo		
Black Vest		
Long Black Tie		
Other:		
Black Coat		
Chef Pants		
Knives		
Black Pants		
Non-Slip Shoes		
Bow Tie		

MARGARITA MELKONIAN

ACCOUNT EXECUTIVE



PROFESSIONAL EXPERIENCE

COMBINED WORKSITE SOLUTIONS/ Independence, MO
Account Executive, April 2019 - Present

- Trained and guided newly hired agents.
- Developed and maintained a client base through cold calls and meeting one on one with businesses.
- Licensed to sell Health and Life Insurance in KS and MO.

FLIGHTPARTS, IMPORT & EXPORT Co., Ltd / China, Xiamen
Regional Sales Representative, March 2018 - February 2019

- Exceeded yearly sales target by \$400,000.
- Conducted overseas business trips across Eurasia & identified prospective customers.
- Developed designs for in-flight products for international airlines.
- Led project to reorganize the structure of the warehouse. Created a comprehensive database to track the inventory in order to cut expenses.
- HR related tasks such as interviewing/hiring, as well as training of interns.

JAPAN GLOBAL CHALLENGE / Osaka, Japan
Group Presentation Team Leader, February 2016

- Developed a marketing strategy for the major Japanese Company, SHARP.
- Awarded with best presentation for marketing strategy.

INDONESIA GLOBAL CHALLENGE / Jakarta, Indonesia
Group Presentation Team Leader, February 2015

- Prepared one of the best team presentations and won an award for the marketing strategy case.

CONTACT

✉ margosha-2010@inbox.ru
☎ 316.749.7803
📍 3724 Broadway Blvd,
KC MO, 64111

KEY SKILLS

Expert in MS Suite & Adobe
Photoshop

Detail Oriented
Strong Team Leadership

Energetic Personality
Time Management

Well Organized
Coachable Attitude

LANGUAGES

Russian (Native)
English (Fluent)
Armenian (Fluent)
Korean (Basic)

EDUCATION

INTERNATIONAL FINANCE
SolBridge International School
Of Business, South Korea
2013 - 2016

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 MARGARET MCKENNA Date: 11/06/2019
Home Telephone () 749-7802 (MOBILE)
Present Address 5724 Broadway Blvd, KC MO 64111
Permanent Address, if different from present address: same as present
Email Address margoska-2010@inbox.ru

EMPLOYMENT DESIRED

Position applying for: bartender
Are you currently registered with any staffing and/or employment agencies? If so, please list
Salary desired: \$10-\$12/hour

Are you applying for:
Full-time work? Yes ☒ No ☐ Part-time work? Yes ☒ No ☐
Temporary work, e.g., summer or holiday work? Yes ☐ No ☐
How did you find out about our open position? (Please check fill in proper name of source):
☐ Referral ☐ Name of Referral Indeed.com ☐ Newspaper ☐ Job Fair ☒ Agency ☐
Could you work overtime, if necessary? Yes ☒ No ☐ If hired, on what date could you start working?
1 month or less

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	X	10	10	10	10	10	10
PM	X	11	10	10	10	10	10
Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: <u>none</u>							

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.)

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?
Russia			YES

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: I've worked for a bar in South Korea, helped to manage it, serve drinks & attract customers throughout the day.

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 Combined Waste Solutions, USA
Type of Business Insurance Telephone No. (816) 509-4611 Supervisor's Name Chris Justice
Your Position and Duties Sales, Account Executive

Dates of Employment: From 04/19 To Present

Reason for Leaving: Currently Employed

Name and Address of Employer Flights Imports & Export, China

Type of Business Supplying Telephone No. () China Supervisor's Name Sarah Dawoodbhoy
Your Position and Duties last 10 years

Dates of Employment: From 03/18 To 02/19

Reason for Leaving: Moving to United States

Name and Address of Employer Watney Bros, South Korea

Type of Business Bar Telephone No. () South Korea Supervisor's Name Serve drinks, cashier, manage the bar, wash & clean
Your Position and Duties Bar tender / cashier

Dates of Employment: From 11/14 To 09/16

Reason for Leaving: Moving to China

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: _____

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: Dupe Kriebel Telephone No. (816) 424-7608
Address: KCFC on 39th St, KC MO
Occupation: DATA Coordinator Relationship: Volunteer Number of Years Acquainted: 3 years

Name: Farrach Nohin Telephone No. (316) 683-4733
Address: Wichita, KS
Occupation: Owner of Chic Tally Relationship: Volunteer Number of Years Acquainted: 3 years

Name: Joan Warrend Telephone No. (316) 706-6330
Address: Wichita, KS
Occupation: Professor, Advisor Relationship: Prof - not Number of Years Acquainted: 3

Please Read Carefully, Initial Each Paragraph and Sign Below

MM 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.

MM I hereby authorize Acrobot 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.

MM I hereby authorize Acrobot 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.

MM 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.

MM Acrobot 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

11/06/19

Bartenders Test

Multiple Choice (6 points)

- 1) Carbonation slows down the rate of intoxication.
 a) Slows down
 b) Speeds up
 c) Does nothing to

- 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

- 3) You can accept an expired ID as long as all other information is correct.
 a) True
 b) False

- 4) If someone has had too much to drink, serving them coffee will help sober them up.
 a) True
 b) False
makes you feel like sober, but no

- 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

- 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

Vocabulary (9 points)

Match the word to its definition

- h "Straight up"
f Shaker Tin
e "Neat"
a Muddler
g Strainer
e Jigger
g Bar Mat
d "Float"
b "Back"

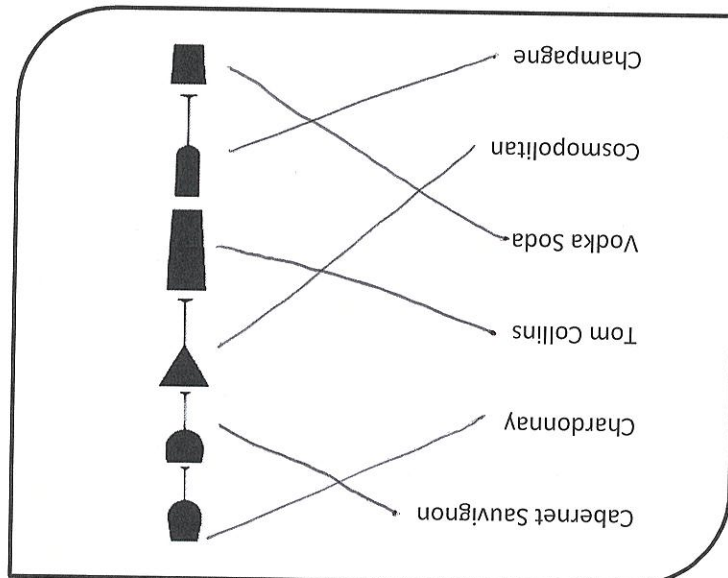
- a.) Used to crush fruits and herbs for craft cocktail making
 b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured
 c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice
 d.) To pour 1/2 oz of a liquor on top
 e.) Used to measure the alcohol and mixer for a drink
 f.) Used to mix cocktails along with a pint glass and ice
 g.) Used on the bar top to gather spills
 h.) Requesting a separate glass of another drink
 i.) Means to serve spirit room temperature in a rocks glass with no ice

Bartenders Test

Score / 35

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):

Bacardi, Grey Goose, Crown Royal

What are the ingredients in a Manhattan?

Maraschino cherry, black bitters, Canadian Whiskey

What are the ingredients in a Cosmopolitan?

Cranberry juice, fresh lime juice, vodka

What are the ingredients in a Long Island Iced Tea?

Vodka, white rum, lemon juice, lime, Tequila

What makes a margarita a "Cadillac"?

Made with aged tequila instead of triple sec

What is simple syrup?

Liquid sugar used to sweeten the drinks

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

No, Marrying bottles! (Not sure)

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

Throw away the ice & a glass

When is it OK to have an alcoholic beverage while working?

I don't drink, so usually never :)

What does it mean when a customer orders their cocktail "dirty"?

Mixed with juice & olives & salt?

What are the ingredients in a Margarita?

Tequila, lime juice, Cointreau