

STEPHANIE STORM CALO

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718-924-8084

EXPERIENCE

Electric Lemon

Hudson Yards July 2019–Present

Backserver

Make all espresso and juices for morning and lunch service. Assist in setting tables, running food, and taking orders.

Easy Victor Cafe / Legacy Records

Hell's Kitchen July 2019–Present

Server

Serve guest in a casual upscale setting, while maintaining entire FOH alone. Prepare all drinks. Maintaining good relationship with residents of building, and new locals / tourist for future returns.

Rebel Coffee

West Village July 2017–Present

Barista

Handle entire store front solo. Handle orders efficiently while making drinks simultaneously. Establish good relationships with local, and regular customers.

Gotan

Midtown May 2016–July 2017

Barista

Make Espresso drinks, and specialty drinks. Prepare cold brew, pour overs, drip coffees. Create custom recipe blends for iced teas being served every 48 hours.

Friedmans

Midtown August 2014– April 2016

Counter/ Barista

Handle front of the house take out orders. Make Espresso drinks for take out and dine in service. Assist servers in seating guest and taking orders under high volume.

*references available upon request

SKILLS

Photoshop, Indesign, Illustrator, After Effects, Flash, Premiere Pro, Basic Knowledge of Cinema 4D.

Basic Knowledge of Microsoft Word and Powerpoint, Working knowledge of Excel.

EDUCATION

The Art Students League

Fall 2016– Fall 2017

The City College of New York (CCNY)

Present

Certificates and Training

Barista Training

Counter Culture

2016–2017

Received training at Counter Culture for proper tasting etiquette in coffee culture. Developed a proper tasting palette for coffee. Learned how to steam milk per proportion of milk being used for least amount of waste in product. Learned how to dial in separately for espresso, pour over, drip, and cold brew.

La Colombe

2016

Received training at La Colombe for Barista training in weighing espresso shots properly, maintenance of barista equipment, and proper adjustment of coffee grinds.

Brooklyn Roasting Company

2014–2015

Received training at Brooklyn Roasting Company's flagship location for Barista training in pouring espresso shots, steaming milk properly, and latte art.

New York City Food Handler Safety Certification, 2017

ACHIEVEMENTS

Student Art Show

Art Students League, Midtown. Spring 2017

Sketchbooks exhibited in Gallery show

New Gen, Art Show

City Bird Gallery, Lower East Side. May 2015

Illustration exhibited in Gallery show

Student Art Show

CCNY September 2013

Paintings exhibited in Compton Gothals Art Gallery

INTEREST

Bookbinding, Figure Drawing, Piano.

ACTIVITIES

March of Dimes

2007–Present

3 Mile walk for premature babies

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Your Hospitality Staffing Professionals

Employment Application

Acrobat Outsourcing is an equal opportunity employer dedicated to non-discrimination in all employment practices. Acrobat Outsourcing seeks the best qualified individual for the job based on job-related qualifications regardless of race, age (AEO), sex, religion, marital status, sexual orientation, disability or any other status protected by applicable law.

PLEASE PRINT

Name: John Patrick Smith

Date: November 22, 2011

Home Telephone: (712) 474-2004

Other Telephone: (712) 474-2004

Present Address: 1118 S. 1st St. N. N. 1118

Former Address: 1118 S. 1st St. N. N. 1118

Current Address: 1118 S. 1st St. N. N. 1118

EMPLOYMENT DESIRED

Position applying for: Server

Salary desired: \$12.00

Are you currently working 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., seasonal 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: ☐ Newspaper ☐ Job Fair ☐ Agency ☐ Company Website ☐

Other Web Posting ☒ Other Source ☐

Can you work overtime if necessary? Yes ☒ No ☐ If hired, on what date could you start working? 11/25

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		6 AM	N/A	6 AM	6 AM - 10 AM	6 AM	ANY
PM		5 PM		7 PM		ANY	

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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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?
City College of NY	Manhattan	BA/Graduation	Still Attending
Do you have any special licenses, certificates or special training? If so please list under "Special."		<input checked="" type="checkbox"/> YES	NO
Are you computer literate? If so, list software knowledge under "Special."		<input checked="" type="checkbox"/> YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		<input checked="" type="checkbox"/> 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."		<input checked="" type="checkbox"/> YES	NO
Special: experience with culture construction, Square + bardenhamb, Adobe connect, etc			

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 Easy Victor Cafe / Legacy Records 517 W 38th

Type of Business Restaurant Telephone No. 924-418-0115 Supervisor's Name Rene

Your Position and Duties will full as waiter and bartender handle floor alone
serve tables if not too busy

Dates of Employment: From July To Present

Reason for Leaving Still employed - can change to independent only if hired full time

Name and Address of Employer Electric Lemon

Type of Business Restaurant Telephone No. 212-812-9702 Supervisor's Name Felix Batista

Your Position and Duties make drinks at bar/station, bus tables and
help at tables when necessary

Dates of Employment: From July To Present

Reason for Leaving will replace this job with home if hired / not the type of growth I need
enough value for

Name and Address of Employer Robot Cafe. 11 W 30th street

Type of Business Coffee Shop Telephone No. (917) 261-4294 Supervisor's Name Anthony Lina

Your Position and Duties manage cafe alone for full shift taking orders and
making drinks, handle line outside door while staying calm + friendly

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Dates of Employment From _____ To _____

Reason for Leaving: _____

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: Pine L. B. Lee Telephone No. 847) 612-9021

Address: Madison 31

Occupation: Manager Relationship: Ref. Employer Number of Years Acquainted: 4

Name: Alex Lashkovich Telephone No. (815) 706-0336

Address: _____

Occupation: _____ Relationship: _____ Number of Years Acquainted: 4

Name: Jack Phillips Telephone No. 917) 359-3432

Address: Madison 31

Occupation: EM Relationship: _____ Number of Years Acquainted: 4

Please Read Carefully, Initial Each Paragraph and Sign Below

X 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.

X 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.

X 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.

X 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.

X 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

Andreanne Cole

Date

11/22/2019

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.

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 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 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 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.

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate		OMB No. 1545-0074	
<p>► 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.</p>		<p>2019</p>			
1 Your first name and middle initial <u>Stephanie S</u>		Last name <u>Cato</u>		2 Your social security number <u>064823594</u>	
Home address (number and street or rural route) <u>1940 B. Monte Verde</u>		3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withheld at higher Single rate Note: If married filing separately, check "Married, but withheld at higher Single rate."			
City or town, state, and ZIP code <u>Box 17 10457</u>		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		6	
6 Additional amount, if any, you want withheld from each paycheck		6		S	
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"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. 					
If you meet both conditions, write "Exempt" here.		7			
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.) <u>Stephanie Cato</u>					
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)	