

Jessica Graham

Austin, TX 78749

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5124207853

Authorized to work in the US for any employer

Work Experience

Receiving Associate

Callahans general store - Austin, TX

May 2019 to Present

Receipt of merchandise ensure accurate price and inventory worksheets etc..

Cleaning Crew

small town cleaning - Dale, TX

June 2013 to December 2018

I am lead housekeeper of clients homes.

Cashier

Murphy Oil Corporation - Lockhart, TX

August 2015 to November 2015

Cash handling ensure customers fast friendly stop in

Store Clerk

Lytton Springs General Store - Dale, TX

May 2011 to August 2013

Ensured inventory was stocked and priced correctly and checked in the inventory be keeping track of merchandise that came in and out of the store.

- Processed purchases by customers using cash, checks or credit cards and maintaining a balanced draw at the end of every shift.
- Answered all questions and provided information to customers regarding merchandise over the phone and in person.

Home Health Aide

New Hope Home Health - Austin, TX

May 2010 to October 2011

Provided care to elderly person by doing laundry, helping them bathe, cooking meals, assisting them with medication and cleaning their room and bathroom.

Photo Lab Technician/electronics/cashier

Walmart Department Store - Buda, TX

July 2006 to June 2007

Ensured work equipment was maintained on a monthly basis by turning in spread sheet to manager.

- Assisted manager with scheduling other employees within the photo lab.

- Answered all incoming calls to customers about questions or concerns they have regarding the photo center.
- Assisted customers with purchasing cameras, processing pictures and cell phone contracts.
- Assisted customers making online purchases.
- Helped out in electronics as well as the front of the store where the cashiers where when staffing fell short.

Education

High school or equivalent

Skills

- Clean
- Clean Room
- Janitorial
- Warehouse Associate
- Warehousing
- Receiving Clerk
- Stockroom
- Shipping Receiving

Certifications and Licenses

Drivers License

Food handlers certificate

July 2018 to July 2021

Additional Information

Skills:

- Great customer service
- I possess good communication skills
- I am able to provide quality customer service and able to deflate angry customers and make them happy.

Any phone numbers required will be given as requested.



ACROBAT OUTSOURCING
TSC GROUP

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 Jessica Glynn Graham Date: 1-7-20
Home Telephone (512) 420-7853 Other Telephone ()
Present Address 5001 CORNET HILL Rd. #1007 Austin TX 78749
Permanent Address, if different from present address: _____
Email Address jgawesome85@gmail.com

EMPLOYMENT DESIRED

Position applying for: EVS housekeeping Salary desired: 13.00 hr

Are you currently registered with any staffing and/or employment agencies? If so, please list
NO

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 Indeed 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?

1-21-20

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		8:00	8:00	8:00	8:00	8:00	8:00
PM		5:00	5:00	5:00	5:00	5:00	5:00

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 X If yes, when? _____

Do you have friends or relatives working for Acrobat Outsourcing? Yes___ No X If yes, please state name and relationship _____

If hired, would you have a reliable means of transportation to and from work? Yes X No___

If hired, can you present evidence of your legal right to live and work in this country? Yes X 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 X 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?
Lockhart High	Lockhart TX		YES
Do you have any special licenses, certificates or special training? If so please list under "Special."		YES	<u>CITD</u> (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>Microsoft, some</u>			

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 Callahan's General Store 501 old

Type of Business _____ Telephone No. 512 Supervisor's Name Steven A. bastrop hwy

Your Position and Duties Warehouse associate
inventory, worksheets, invoices, pricing of items

Dates of Employment: From May 19 To present

Reason for Leaving: _____

Name and Address of Employer Small town cleaning Dale TX

Type of Business Cleaning Telephone No. 512 207-0234 Supervisor's Name America

Your Position and Duties lead housekeeper - move-out
regular cleaning of clients homes

Dates of Employment: From June 2015 To Dec 2018

Reason for Leaving: moved

Name and Address of Employer Lytton Springs General Store Dale TX

Type of Business comment store Telephone No. 512, 559-2040 Supervisor's Name Michelle

Your Position and Duties Store clerk - customer service, cash handling
stocking, cleaning etc

Dates of Employment: From May 2011 To June 2013

Reason for Leaving: Started to work for small town

Name and Address of Employer New hope health Care Austin TX

Type of Business home health Telephone No. () _____ Supervisor's Name Sara

Your Position and Duties

Personal Care attendant

Dates of Employment: From

May 2010 To not 2012

Reason for Leaving:

client passed away

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? 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:

Carol Rector

Telephone No.

512 370-8110

Address

Occupation:

Disabled

Relationship:

Client

Number of Years Acquainted:

27

Name:

America Clendennen

Telephone No.

512 227-0234

Address

Occupation:

owner of

Relationship:

ex boss

Number of Years Acquainted:

8

Name:

Jessica Gwynes

Telephone No.

512 094-1502

Address

Occupation:

manager callahan's

Relationship:

CO-WORKER

Number of Years Acquainted:

7

Please Read Carefully, Initial Each Paragraph and Sign Below



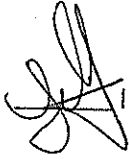
I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. 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.



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.



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.



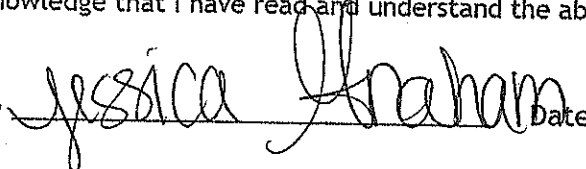
I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.



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 1-7-20

Dishwasher Test

Score / 10

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

- a) Clean apron
- b) Sanitized wiping cloth
- c) Single use paper towel
- d) Common used cloth

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

- a) Cutting glove
- b) Oven Mitt
- c) Rubber glove
- d) Nothing

D 3) When should you wash your hands?

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

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

- a) True
- b) False

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

- a) Steam from boiling pots
- b) Hot liquids (coffee, soup, tea)
- c) Hot equipment (ovens, pots, chaffing dishes)
- d) Harsh chemicals
- e) All of the above

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

- a) True
- b) False

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

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

C 8) When handling hot items you should?

- a) Wear rubber gloves
- b) No need to wear anything
- c) Use an oven mitt or cloth towel
- d) Nothing

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

- a) Rinsing
- b) Scraping
- c) Washing
- d) Sanitizing

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

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