

3181200 1107am 1m

# Zahnasia Spann

Irvington, NJ

zahnasiaspann2\_sxm@indeedemail.com

(908)-3707235

- \* Ability to effectively communicate and work well with others in diverse settings
- \* Excellent customer service skills
- \* Maintains a positive attitude in stressful situations
- \* Maintained positive working relationship with customers
- \* Demonstrated ability to work in a busy and fast-paced environment

Authorized to work in the US for any employer

## Work Experience

### **Senior Receptionist (Temporary)**

State of New Jersey - Plainfield, NJ

April 2019 to Present

Answer and direct phone calls

Organize and schedule meetings and appointments

Write and distribute email, correspondence memos, letters, faxes and forms

Provide general support to visitors

Mail distribution

Monitors office operations

### **Administrative Assistant/Receptionist**

Scanner Pro - Edison, NJ

October 2015 to February 2019

Assists office staff in maintaining files and databases

Prepares reports, presentations, memorandums, proposals and correspondence

Assigns jobs and duties to office staff as needed

Monitors office operations

Accounts payable

Schedules appointments and meetings for executives and upper level staff

Serves as the go-to for office inquiries and conflicts

Manages staff schedules

Tracks office supply inventory and approves supply orders

Assists in the preparation of department budgets and expenses

Supervises all administrative personnel

Office maintenance

Administrative support

Trouble shooting

Data entry

### **Office Manager/Administrative Assistant**

Problem Solvers (Temp) - Edison, NJ

April 2015 to October 2015

Answer and direct phone calls

Organize and schedule meetings and appointments

Write and distribute email, correspondence memos, letters, faxes and forms

Assist in the preparation of regularly scheduled reports

Develop and maintain a filing system

Order office supplies

Maintain contact lists

Book travel arrangements

Submit and reconcile expense reports

Provide general support to visitors

Running daily operations

Supervising employees

Daily & weekly reports

Opening the business

Cleaning up/Shutting down the business for closing time

Greeting clients

Customer service

Ensuring client satisfaction

Maintaining an upbeat and bubbly personality

Work place maintenance

### **Data Entry Clerk (Temporary)**

Marcolin Eyewear - Somerville, NJ

January 2015 to May 2015

Processing returns

Inspecting merchandise

Keying price exchanges precisely into SAP

Data entry

Skills Used

Fast typing speed

Acquired knowledge and sufficient skill in SAP

## **Education**

### **Medical Assisting**

Everest Institute - South Plainfield, NJ

2012 to 2013

### **High school or equivalent in All subjects**

Somerville High School - Somerville, NJ

2007 to 2011

## Skills

- Microsoft office (5 years)
- SAP (1 year)
- Customer Service (5 years)
- Call Center Experience (2 years)
- Records Management (4 years)
- Front Desk
- Reception
- Quickbooks
- Administrative Assistant
- Receptionist
- Billing
- Scheduling
- Data Entry
- Filing
- Excel
- Accounting
- Outlook
- Powerpoint
- Clerical
- Marketing
- Microsoft Word

## Certifications and Licenses

### **OSHA**

Present

### **HIPAA**

Present

### **CPR certified**

### **ECG**

### **Driver's License**

## Additional Information

### **ACQUIRED SKILLS:**

Clinical Clerical

Phlebotomy Medical Billing & Coding

Medical Law and Ethics Urinalysis

Vital Signs/BP Pharmacology

Medical Terminology Asepsis and Sterile Techniques

Draping/Positioning Appointment Scheduling

Microsoft Word/ Excel Lab Procedures  
CPR Records Management  
Patient Charting Bandaging  
EKG Typing: 60 wpm

**Re: Employment Application New Jersey**

JotForm &lt;noreply@jotform.com&gt;

Sun 3/8/2020 5:09 PM

To: HS New Jersey &lt;hsnj@theservicecompanies.com&gt;

**Employment Application New Jersey**

First Name	Zahnasia
Last Name	Spann
E-mail Address	zspann29@gmail.com
Phone	9083707235
Address	185 Berkeley Terrace
Unit or Number	N/a
City, State	Plainfield, NJ
Zip Code	07062
What region(s) are you applying to work within?	New Jersey
Which position(s) are you applying for?	Dishwasher
Are you applying for:	Part-Time
When can you start?	03-10-2020
Can you work overtime?	Yes
How did you hear about us?	Social Media
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

Have you ever applied to  
or worked for The Service  
Companies (TSC) before?

No

Do you have any friends  
or relatives working for  
Acrobat? If so, please let  
us know who:

No

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

Yes

If hired, can you present  
evidence of your legal  
right to live and work in  
this country?

Yes

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

Yes

Name of School

Everest Institute

City & State

South Plainfield, NJ

Grade/Degree

Medical assistant

Graduated?

Yes

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

No

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:

SAP, millennium, square, OSHA, HIPAA

Are you currently  
employed?

No

Can we contact your current employer?	Yes
Name and Address of Employer	Scanner Pro
Type of Business	Technology
Phone Number	7323000560
Your Position & Duties	Administrative duties, office maintenance
Date of Employment (from/to):	2015-2019
Reason for Leaving	Diminished hours
Still Employed:	No
Have you ever been fired from a previous place of employment? If yes, please explain:	No
First Name	Rash
Last Name	Patel
E-mail Address	scannerpos@gmail.com
Phone	7323000560
Relationship:	Former employer
Years Acquainted:	5
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	(Checked box indicates acknowledgement)

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.

(Checked box indicates acknowledgement)

I hereby authorize The Service Companies (TSC) 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

(Checked box indicates acknowledgement)



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, (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  
definite or determinable  
period and may be (Checked box indicates acknowledgement)  
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):

Zahnasia Spann

Date:

03-08-2020

Please Attach Resume  
Below

Zahnasia Spann - Resume-1 copy copy.docx

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



## Case Verification Number: 2020069144846EC

Report prepared: 03/09/2020

### Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Client Company ID: 139349

Client Company Name: Acrobat Outsourcing

### Employee Information

Name: Zahnasia Spann

Date of Birth: 05/29/1993

U.S. Social Security Number: \*\*\*-\*\*-1739

Employee's First Day of Employment: 03/09/2020

Citizenship Status: U.S. Citizen

### Document Information

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

Document Subtype: Driver's License

Document Number: \*\*\*\*\*5932

Expiration Date: 03/31/2020

State: New Jersey

List C Document: Social Security Card

### Case Information

Case Status: Closed

Case Submitted By: Josephine Paik

Current Case Result: Employment Authorized

Reason for Closure: Employment Authorized Auto Close

# Interview Note Sheet

## Dishwasher

Applicant Information					
Name: Zahmasia Spann			Interviewer: Jo Paik		
Date: 3/9/2020			Rate of Pay: \$13		
Position (s) Applied for: Dishwasher			Referred by: Indee		

  

Test Scores						Seeking:  Full-Time  Part-Time
Server	/35	%	Bartender	/30	%	
Prep Cook	/15	%	Barista	/10	%	
Grill Cook	/40	%	Cashier	/10	%	
Dishwasher	8/10	80%	Housekeeping	/16	%	

Relevant Experience & Summary of Strengths			
Total of _____ Experience in Food Service/Hospitality			
Can you describe what each of the sections of a 3-compartment sink are intended for?	Have you done any work with delicate glassware or other fragile dishes?	Describe a time you helped a co-worker finish a job on time.	Notes:
wash rinse sanitize	Yes.	Previously cashier Jumped in w/ cleanup duties of others so they could cook.	Positive attitude Smart Read, Write, TV

P.O.S. Experience: Y / N details:	
Transportation	Regions Available to work
Hoscar vehicle.	Plainfield, NJ 30-35 minutes.
Certifications (if any)	Availability
	M-Sat Open.
Uniforms Owned:	Recommendations:
<input type="checkbox"/> Bistro White <input type="checkbox"/> Black Bistro <input type="checkbox"/> Tuxedo <input type="checkbox"/> 1/2 Tuxedo <input type="checkbox"/> Black Vest <input type="checkbox"/> Long Black Tie <input checked="" type="checkbox"/> Other: Black polo	<input type="checkbox"/> Chef Coat <input type="checkbox"/> Chef Pants <input type="checkbox"/> Knives <input checked="" type="checkbox"/> Black Pants <input checked="" type="checkbox"/> Non-Slip Shoes <input type="checkbox"/> Bow Tie <input type="checkbox"/> Cut Glove
	<input type="checkbox"/> Acrobat Academy <input type="checkbox"/> Lead Academy
	Other Languages Spoken

## Dishwasher Test

Score / 10

- B 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 dry 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
- A 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

8/10  
80%