

3/8/2020 11:07 AM

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 <noreply@jotform.com>

Sun 3/8/2020 5:09 PM

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

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:

If hired, would you have 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

Are you able to perform the essential functions of the job for which you are applying? Yes No

Name of School Everest Institute

Grade/Degree Medical assistant

Graduated? Yes _____

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

Are you computer literate? (If so, label which programs under "Special")

Are you proficient with Point of Sale systems? (If so, label which under "Special")

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

Special: SAP, millennium, square, OSHA, HIPAA

Are you currently employed?

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.

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)

(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 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.

(Checked box indicates acknowledgement)

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: Zohnasia Spann	Interviewer: Jo Park				
Date: 3/9/2020	Rate of Pay: \$13				
Position(s) Applied for: Dishwasher	Referred by: Indeed				
Experience					
Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	8/10	80%	Housekeeping	/16	%
			Skills		
			Full-Time		
			Part-Time		

Relevant Experience (or Summary of Circumstances)			
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 cuff.	Positive attitude Smart Read, Write, TV

P.O.S. Experience: Y / N details:

Transportation	Region Available to Work	
Has own vehicle.	Plainfield, IL 30-35 minutes.	
Calculations (if any)	Availability	
	W-Set open.	
Uniforms Owned	Recommendations	Other Languages Spoken
Bistro White	Chef Coat	
Black Bistro	Chef Pants	
Tuxedo	Knives	
1/2 Tuxedo	Black Pants	Acrobat Academy
Black Vest	Non-Slip Shoes	Lead Academy
Long Black Tie	Bow Tie	
Other: Black polo	Cut Glove	

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, chafing 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%