

Jolene Suggs**844 Park Dr. #2, Mountain View, CA 94040****408-375-8119 | jolene.suggs@gmail.com****Profile:**

A reliable, confident, and hardworking leader. A person of responsibility and integrity. Puts others first and maintains a positive, professional, and friendly attitude.

Skills | Abilities:

Webpage design and development (front-end), intermediate computer software and hardware knowledge, basic HTML, video editing, MediaWiki/WordPress site development, food and restaurant preparation, waitress and catering, customer relations and services.

Specialties:

Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Premiere, graphic design, page-layout, 2D illustration, photo retouch, image editing, logo design, commercial art, digital media, creative design, drawing, sketching, and painting.

Online Portfolio: josuggs.wordpress.com**Relevant Work Experience:****Kal Financial | Campbell, CA | Apr. 2015-Oct. 2016****Marketing Coordinator:**

- Organized marketing/PPC/Direct Mail campaigns, created and designed marketing material for all Branch marketing and agents
- Oversaw and coordinated implementation of all Branch branding standards for all new office locations
- Coordinated company and networking events
- Other responsibilities included: Completing all agent projects/requests, managing Virtual Assistants, social media marketing, and database management

Santa Clara Valley Water District | Santa Clara, CA | Mar. 2014-Feb 2015**Creative Manager:** Worked onsite at the Silicon Valley Advanced Water Purification Center (SVAWPC)

- Managed the development and production of the facility's internal website
- Directed, coordinated, and edited footage for the S.O.P. videos of SVAWPC
- Conducted Adobe software training, photographed and documented events at SVAWPC
- Trained with MAIntelligence and Maximo software

DealerCMO | San Jose, CA | Aug. 2012-Sept. 2013**Creative Assistant (Internship):**

- Created marketing/advertising designs (web banners, promotions, and logos) for online use and conducted website maintenance and upkeep - for major car dealerships around the country

SJSU Access Magazine | San Jose, CA | Aug.-Dec. 2013**Volunteer Designer:**

- Page-layout and design. Logo development

DiscoverField | Los Altos, CA | May-Aug. 2012

Graphic Designer (Freelance Work):

- Created/developed company logo, marketing collateral, company identity (one-time project)
www.discoverfield-analytics.com

Work Experience:

Servers On Demand | San Jose, CA | Oct. 2010-Present

Server & Bartender:

- Hospitality – Serve food and drinks. Food and event preparation/breakdown.
- Greet guests with an approachable and friendly attitude.

Acrobat Outsourcing | San Francisco, CA | Aug. 2011-Nov. 2014

Server:

- Hospitality – Serve food and drinks. Food and event preparation/breakdown.
- Greet guests with an approachable and friendly attitude.

Balisimo Salon | Los Altos, CA | Mar.-Aug. 2010

Receptionist:

- Maintain a friendly and helpful attitude. Greet clients upon entry of salon.
- Answer phone and record appointments. Cash handling and the sale of merchandise.

Education:

San Jose State University, San Jose, CA 2011-2013

Sacramento City College, Sacramento, CA 2006-2011

Santa Teresa High School, San Jose, CA 2006

Qualifications:

BA in Graphic Design, San Jose State University 2013

AS in Graphic Communications, Sacramento City College 2011

AA in Fine Art, Sacramento City College 2010

AA in G.E., Sacramento City College 2010

Honors:

Dean's Scholar - San Jose State University 2013

Phi Theta Kappa - Sacramento City College 2006-2011

Jolene P. Suggs

408-375-8119 | jolene.suggs@gmail.com

230 Rose Ct. #24

Campbell CA, 95008

Objective To obtain a position with a well established organization.

Profile A reliable, honest, confident, and hardworking leader. A person of responsibility and integrity. Puts others first and maintains a positive, professional, and friendly attitude.

Skills | Abilities 30 Words per/minute typing, Graphic Design, Page-layout, Web-page design/development, some computer software/hardware knowledge, Commercial Art, Food/Restaurant prep, Waitress/Catering, Customer relations/services

Experience 2010-Present - Servers On Demand - San Jose, CA
Server: Serve food and drinks. Food and tableware preparation/breakdown. Converse with and greet guests with an approachable and friendly attitude.

2010 - Balisimo Salon - Los Altos, CA
Receptionist [Temp]: Maintain a friendly and helpful attitude. Greet clients upon entry of salon. Answer phone and record appointments. Cash handling and the sale of merchandize.

Education 2011 - San Jose State University - San Jose, CA
2006-11 - Sacramento City College - Sacramento, CA
2006 - Santa Teresa Highschool - San Jose, CA

Qualifications AA in Art, Sacramento City College 2010
AS in Graphic Communications, Sac. City College 2011
Degree in Progress:
BA in Graphic Design, San Jose State University

-Excellent references available upon request-



eFoodHandlers

Certificate of Completion

is Awarded to

JOLENE SUGGS

In recognition for completing
eFoodhandlers Basic Food Safety Course
CALIFORNIA Version



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eFoodHandlers, Inc.

Certificate ID: 2017b2118721

Issued: 02/16/2017

Expires: 2/16/2020

Official Issuer:

[Signature]

- A 1) Food is served on what side with what hand?
- On the left side with the left hand
 - On the left side with the right hand
 - On the right side with the left hand
 - On the right side with the right hand
- D 2) Drinks are served on what side with what hand?
- On the left side with the left hand
 - On the left side with the right hand
 - On the right side with the left hand
 - On the right side with the right hand
- D 3) Food and drinks are removed on what side with what hand?
- On the left side with the left hand
 - On the left side with the right hand
 - On the right side with the left hand
 - On the right side with the right hand
- A 4) Which side of the plate would you place forks?
- On the left with the salad fork on the outside and dinner fork on the inside
 - On the left with the salad fork on the inside and dinner fork on the outside
 - On the right with the salad fork on the outside and dinner fork on the inside
 - On the right with the salad fork on the inside and dinner fork on the outside
- D 5) Which side of the plate would you place knives?
- On the left with the blade facing out
 - On the left with the blade facing in
 - On the right with the blade facing out
 - On the right with the blade facing in
- D 6) If there is a fork and spoon at the top of a table setting they are used for which course?
- Salad and soup
 - Extra if you drop silverware on the floor
 - Entrée
 - Dessert and coffee
- A 7) What is the correct order for glasses (the first glass being closest to the guest)?
- Water glass, red wine glass and white wine glass
 - White wine glass, red wine glass and water glass
 - Water glass, white wine glass and red wine glass
 - Red wine glass, white wine glass and water glass
- A 8) What part of a glass should you handle at all times?
- The stem
 - The widest part of the glass
 - The top
- D 9) When you are setting a dining room how should you set up your table cloths?
- Neatly and evenly across the tables
 - The creases should all be going in the same directions
 - The chairs should be centered and gently touching the table cloth
 - All of the above
- D 10) If you bring the wrong entrée to a guest what should you do?
- Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
 - Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
 - Try to convince the guests to eat what you brought them
 - Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

NOTICE TO EMPLOYEE*Labor Code section 2810.5***EMPLOYEE**Employee Name: Volene SuggsStart Date: 2/21/17**EMPLOYER**Legal Name of Hiring Employer: S.E ScherIs hiring employer a staffing agency/business (e.g., Temporary Services Agency; Employee Leasing Company; or Professional Employer Organization [PEO])? ☐ Yes ☐ No

Other Names Hiring Employer is "doing business as" (if applicable):

Acrobat Outsourcing

Physical Address of Hiring Employer's Main Office:

665 Third St. Suite 415, San Francisco, CA. 94107

Hiring Employer's Mailing Address (if different than above):

Hiring Employer's Telephone Number: 415-431-8826

If the hiring employer is a staffing agency/business (above box checked "Yes"), the following is the other entity for whom this employee will perform work:

Name: _____

Physical Address of Main Office: _____

Mailing Address: _____

Telephone Number: _____

WAGE INFORMATIONRate(s) of Pay: \$15.00 Overtime Rate(s) of Pay: \$22.50Rate by (check box): ☒ Hour ☐ Shift ☐ Day ☐ Week ☐ Salary ☐ Piece rate ☐ Commission☐ Other (provide specifics): _____Does a written agreement exist providing the rate(s) of pay? (check box) ☒ Yes ☐ NoIf yes, are all rate(s) of pay and bases thereof contained in that written agreement? ☐ Yes ☐ No

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances):

(If the employee has signed the acknowledgment of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)

Regular Payday: FRIDAY

WORKERS' COMPENSATION

Insurance Carrier's Name: Integro USA Inc. dba Integro Insurance Brokers

Address: 1 State Street Plaza, 9th floor, New York, NY. 10004

Telephone Number: 212-295-5440

Policy No.: LDC4042609 AOS

☐ Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure: _____

PAID SICK LEAVE

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
 1. requesting or using accrued sick days;
 2. attempting to exercise the right to use accrued paid sick days;
 3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
 4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice: *(Check one box)*

- ☒ 1. Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.
- ☐ 2. Accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §246.
- ☐ 3. Employer provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.
- ☐ 4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): _____

ACKNOWLEDGEMENT OF RECEIPT

(Optional)

Erika Komatsu

(PRINT NAME of Employer representative)

(SIGNATURE of Employer Representative)

(Date)

Joleen S. [Signature]

(PRINT NAME of Employee)

(SIGNATURE of Employee)

(Date)

The employee's signature on this notice merely constitutes acknowledgement of receipt.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.