

CORPORATE MANAGEMENT GROUP

Employment Application

Office Hours: 9am-4pm Mon-Thur, 9am-3pm Fri

Office Number: 507-838-5994

Office Address: 1825 7th St NW Rochester, MN 55901



Your workforce management & staffing experts

Applicant Information

(APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS AND A BACKGROUND CHECK WILL BE COMPLETED)

Full Name: (Last Name, First Name) KASIRA ALFORD Date: Jan 3, 2025

Address: (Street Address) 3345 41st ST. NW (Apt. /Unit #) _____

(City) Rochester (State) MN (ZIP Code) 55901

Phone: 925-324-6353 Email: Kasira65@gmail.com

Social Security No. 680-82-1442 Date Available: ASAP

Position Applied for: packager Desired Wage: _____

Shift Available to work: 1st 2nd 3rd Employment desired: Full-Time Part-Time

Are you authorized to work in the U.S? Yes No

How did you hear about us? _____ Referral Name: Steven Starcke

If under 18, please list age: _____

Do you have responsibilities or commitments that will prevent you from meeting specified work schedules? No Yes

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for reference? Yes No

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PLEASE READ CAREFULLY APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Corporate Management Group, Inc.,

I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Corporate Management Group, Inc. (CMG), or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by an officer of CMG. Both the undersigned and CMG may end the employment relationship at any time, without specified notice or reason. If employed, I understand that CMG may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts will result in my disqualification from consideration for employment or, if discovered after I begin employment, will result in my termination. I hereby give CMG permission to contact schools, all previous employers (unless otherwise indicated), references and others and hereby release CMG from any liability as a result of such contact.

I understand that a comprehensive background check may be conducted to determine my eligibility for hire by CMG. This may include but is not limited to, investigations of criminal and/or conviction records, driving records and/or a drug screen test as required by clients, government regulations or by CMG policies.

I release CMG and other persons or entities from any claims that might be based on CMG's decision to conduct a background check.

I understand that, in connection with the routine processing of your employment application, CMG may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics and mode of living. Upon written request from me, CMG will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with CMG shall be probationary for a period of ninety (90) days and further that at any time during the probationary period or thereafter, my employment relationship with CMG is terminable at will for any reason by either party.

Signature of applicant _____ Date: _____



Kasira Alford

Professional Summary

Hardworking and passionate with strong organizational Detail-oriented team player skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

- ✉ kasira65@gmail.com
- ☎ 9253246355
- 📍 ROCHESTER, MN 55906
- 🔗 [Bold Profile](#)

Work History

Western & Southern Life - Licensed Insurance Producer
Sacramento, CA
06/2014 - 01/2023

- Attended continuing education courses and workshops to gain additional insurance industry knowledge.
- Analyzed customers' financial situations to recommend appropriate life insurance policies
- Identified and solicited sales prospects in agency databases
- Analyzed risk factors to recommend appropriate coverage levels
- Monitored competitor activity, remaining ahead of market trends and capitalizing on opportunities
- Obtained underwriting approval by completing application for coverage.
- Maintained high standards of customer service by building relationships with clients boosting overall sales by 30%
- Received award for exceeding performance goals.

Sutter Health Medical Center Sacramento - Administrative - Medical Coding Specialist
Sacramento, CA
05/2014 - 09/2015

- Managed time efficiently to complete all tasks within the deadlines
- Created and updated physical records and digital files to maintain current, accurate, and compliant documentation
- Reviewed patient charts to better understand health histories, diagnoses, and treatments.
- Created and maintained up-to-date patient medical records to enable tracking history and preserve consistent information.
- Utilized electronic medical record systems to store, retrieve and process patient data.
- Maintained accuracy, completeness, and security for medical records and health information.

John Campanella Law Office - Office Clerk
Sacramento, CA
06/2010 - 10/2013

- Interacted with customers by phone, email or in-person to provide information.

Skills

Administrative Functions

Business planning

Client relationship management

Customer Service - Coordination

Insurance product expertise

Marketing initiatives

Client Account Management

Patient Scheduling

Patient Health Information Access

Microsoft Office

Education

05/2015
Consumnes River College
Sacramento
Associate of Science: Health Information Technology

01/2010
Heald College
Concord
Associate of Science: Business Administration

- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
- Provided quality clerical support through data entry, document management, email correspondence and overseeing operation of office equipment.
- Managed over 50 customer calls per day and increased sales by 10%
- Carried out administrative tasks by communicating with clients, distributing mail and scanning documents.
- Maintained organized files and stocked supplies to support team needs and maximize performance.

Heald College - Administrative Assistant

Concord, CA

08/2008 - 02/2010

- Executed record filing system to improve document organization and management.
- Greeted incoming visitors and students provided friendly, knowledgeable assistance.
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Sorted and distributed office mail and recorded incoming shipments for corporate records
- Monitored supervisor's work calendar and scheduled appointments, meetings and travel.
- Created PowerPoint presentations for business development purposes.