

# RaShan C. Brooks

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## TECHNICAL SKILLS

Sales; Customer Service; Inventory Control; Web Design; Computer Troubleshooting; Mechanical Assembly; Forklift Certified; Microsoft Office; Carpentry; Construction; Flooring; and able to quickly master other skills and programs.

## EDUCATION

**The Mathematics, Civics & Sciences Charter School (MCSCS)**  
High School Diploma 2013; G.P.A. 3.51; SAT 1910

Philadelphia, PA

## WORK EXPERIENCE

**Dec. 2018 - Present Atlanta's REAL Builders** Atlanta, GA  
• on-Site Manager; Commercial and Residential Construction; leadership role, on site contact for company owner, purchase of materials, and hands on labor (ie. painting, tile, carpentry, flooring, decks/patios, repairs, etc.)

**Mar. 2018 - Nov. 2018 AT&T Store** Philadelphia, PA  
• Sales & Customer Service; sales, inventory, error troubleshooting, device repairs, display setup, some managerial duties

**Jan. 2017 - Feb. 2018 Sanderson Farms Processing Plant (Poultry)** Kinston, NC  
• Floater; shipping dept. 2nd & 3rd shifts; forklift oper., pack & ship, RF scanning, scale operator, clerk; inventory control

**Jul. 2016 - Nov. 2016 Advanced Personnel Resources** Greensboro, NC  
• Laborer; general warehouse duties, packing & shipping, RF scanning, inventory, machine assembly

**Mar. 2016 - Jul. 2016 US Home Exteriors** Burlington, NC  
• Outside Marketing/Door-to-Door Sales; canvass, survey, and close deals in surrounding cities to gain business and attract clientele to the company

**Nov. 2015 - Feb. 2016 Waste Management** Eden, NC  
• Temporarily worked as a laborer; licensed to operate manlift and water truck; and performed various tasks for erosion control and environmental protection

**Summer 2013 Chestnut Hill Trolley Car Diner** Philadelphia, PA  
• Cleared and cleaned customers' tables; unloaded and stocked food and beverages; and washed dishes

**Summer 2008 & 2009 JCW Computer Consulting** Philadelphia, PA  
• Interned as a computer technician updating software and hardware, changing hard drives, installing new programs, troubleshooting and correcting basic computer problems, and performing web development

## COMMUNITY SERVICE

**2011-2013 MCSCS Community Outreach Project** Philadelphia, PA  
• Sorted, packaged and distributed food, toiletries and donated clothes to over 300 homeless men and women one evening a week at Philadelphia LOVE Park

**2006-2011 Fresh Anointing Christian Center (Member for 17 years)** Upper Darby, PA  
• Volunteered on my church Audio-Visual Team for Sunday service and special events: operated multimedia and camera equipment; assisted with the sound system; and resolved technical issues

## EXTRACURRICULAR ACTIVITIES & AWARDS

**2010-Present Summer Search Youth Leadership Development Program** Philadelphia, PA  
• Attended weekly mentoring, college preparation, counseling, and participated in two summer experiential education programs. Current ongoing communication with mentor and attend meetings  
-American Field Study-US (AFS) (Jun. 2012 - Aug. 2012)  
Awarded summer scholarship to live abroad in Chile, South America with host family for six-weeks as an exchange student  
-National Outdoor Leadership School (NOLS) (Jul. 2011 – Aug. 2011)  
Awarded summer scholarship to attend a rigorous five-week wilderness course that required complete outdoor living in the Rocky Mountains of Wyoming

**2009-2013 MCSCS and Boys Latin Mock Trial Teams** Philadelphia, PA  
• Co-Captain for the PA Bar Association Youth Division Mock Trial Competition (PBA/YLD)  
-PA Bar Association/Young Lawyers Div. Mock Trial Best Advocate Award (Feb. 2012 & 2013)  
Best Advocate as a prosecuting and defense attorney in a Statewide High School Mock Trial Competition

**2009-2011 Boys' Latin HS Crew Team** Philadelphia, PA  
• Co-Captain and Bowman in sculling rowing competitions on the Schuylkill River

**2011-2012 Philadelphia City Rowing and Boys' Latin Crew Teams** Philadelphia, PA  
• Team Captain and Bowman in sculling and sweeping rowing competitions in and around the state of Pennsylvania

**Jun. 2011 Medal & Certificate of Honorable Merit Maxima Cum Laude** Philadelphia, PA  
• Outstanding Performance in the National Latin Examination

**Dishwasher Test**

Score 9 / 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, 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

X C 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