

RaShan C. Brooks

3107 Sanibel Dr SW, Stone Mountain GA 30087

(215)738-7717 - rashanbrooks@gmail.com

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

- ✓ 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, 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
- 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