

DELICIA Y BROOKS

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Abilities

Directly supervise sales workers in a retail establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties.

Employment History

Metal Bending Machine Operator , Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic

05/2013 - 04/2018 Aw North Carolina Inc 4112 Old Oxford Rd, Durham, NC

Level 3 Offline.. Trains team member how to operate machine process.. able to assist team leader on paper work for end of shift information.

Metal Bending Machine Operator , Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic

10/2012 - 05/2013 STAFFMASTERS DURHAM, NC

Activates machine and observes operation to detect misalignment or machine malfunctions., Positions, aligns, and secures workpiece against fixtures or stops on machine bed or on die., Adjusts ram stroke of press to specified length, using hand tools., Sets stops or guides or installs jigs or fixtures for positioning successive workpieces., Installs, aligns and locks specified punches, dies and cutting blades in ram or bed of machine, using gauges and hand tools., Measures workpiece with rule or tape, or traces from template and marks location with scribe, soapstone, or centerpunch., Reads job order to determine location of holes or cutting lines., Inspects workpieces for conformance to specifications, visually or using gauges or templates, scale, compass and adjusts machine to correct errors., Sets controls or installs gears to synchronize action of feed bar or rollers., Cleans and lubricates machines.

First-Line Supervisors/Managers of Retail Sales Wo , First-Line Supervisors of Retail Sales Workers

03/2008 - 10/2012 FOOD LION OXFORD, NC

Assign employees to specific duties., Instruct staff on how to handle difficult and complicated sales., Inventory stock and reorder when inventory drops to a specified level., Hire, train, and evaluate personnel in sales or marketing establishments, promoting or firing workers when appropriate., Keep records of purchases, sales, and requisitions., Perform work activities of subordinates, such as cleaning and organizing shelves and displays and selling merchandise., Enforce safety, health, and security rules., Establish and implement policies, goals, objectives, and procedures for their department., Provide customer service by greeting and assisting customers, and responding to customer inquiries and complaints., Examine products purchased for resale or received for storage to assess the condition of each product or item.