

Rakeia Valentine

Inspector, Entrepreneur

Spartanburg, SC

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Willing to relocate to: Greenville, SC - Charlotte, NC - Duncan, SC

WORK EXPERIENCE

Event Assistant

Carolina Catering - Spartanburg, SC - July 2012 to Present

Duties: Monitor food preparation methods, portion sizes, and garnishing and presentation of food to ensure that food is prepared and presented in an acceptable manner. Monitor compliance with health and fire regulations regarding food preparation and serving, and building maintenance in lodging and dining facilities. Perform some food preparation or service tasks such as cooking, clearing tables, and serving food and drinks when necessary. My responsibilities included setting up décor for events, serving drinks and food, also greeting guests and "word of mouth" advertising. I've also had to break down props and do cleaning and waste removal.

Gymnastics/Dance Instructor

Dance Dynamics - Gaffney, SC - May 2012 to Present

Duties: Plan, organize, and conduct practice sessions. Explain and enforce safety rules and regulations. Plan and direct physical conditioning programs that will enable athletes to achieve maximum performance. Teach instructional courses and advise students. Monitor athletes' use of equipment to ensure safe and proper use. Contact the parents of players to provide information and answer questions. Counsel student athletes on academic, athletic, and personal issues. Supervise and instruct class sizes of 10-15 children ages 5 and up in proper forms of gymnastics. Provide safety in performing tricks and promote courage to attempt. Assist in after school tutoring with homework and also making sure they had snacks. Also, to lock up the facility, cleaning, and making sure all children left safely.

Package Order Processor

Timken Company - Duncan, SC

Responsibilities

Inspection of steel bearings, package and prepare for shipment by printing labels, following customer specific orders, using an RF scanner for data entry, and ensuring customer satisfaction.

Skills Used

Inspecting, attention to detail, customer service, data entry

Quality Technician

International Automotive Components - Spartanburg, SC - March 2014 to July 2014

Duties: Perform visual inspection on carpet for Mercedes and BMW cars and document defects. Collect data and enter it into the company system. Lift, sort, and package the parts in a neat and timely fashion. Have great organizational skills and maintain a neat work environment.

Production Assembler

BMW - Greer, SC - October 2011 to May 2012

Duties: Rotate through all the tasks required in a particular production process. Perform quality checks on products and parts. Review work orders and blueprints to ensure work was performed according to specifications. Maintain production equipment and machinery. Provide assistance in the production of wiring assemblies. Operate machinery used in the production process, or assist machine operators. Mark or tag identification on parts. Load and unload items from machines, conveyors, and conveyances. Help production workers by performing duties of lesser skill, such as supplying or holding materials or tools, and cleaning work areas and equipment. Clean and lubricate equipment. Start machines or equipment in order to begin production processes. Wash work areas, machines, equipment, vehicles, and products. Inspect, operate, and test completed products to verify functioning, machine capabilities, or conformance to customer specifications. Remove rough spots and smooth surfaces to fit, trim, or clean parts, using hand tools or power tools. I was to follow blueprints and install seat wiring, plugs, sound insulation, rear hatch locks, door molding, and front brakes on cars. I had to maintain a neat work environment, be able to lift 50+ pounds repeatedly and also assemble/install parts in a timely manner on an assembly line.

EDUCATION

National Certificate in 911 Telecommunications

Spartanburg Technical College Spartanburg - Gaffney, SC

2010

Diploma in General Education

Gaffney Sr. High - Gaffney, SC

1997 to 2000

SKILLS

911 Telecommunications Certified Nationally, CPR Certified, First Responder, shorthand, Word, Excel, detail oriented, organizational skills, interpersonal skills

CERTIFICATIONS

CPR, FIRST AID, FIRST RESPONDER

Certified for adults and children through Spartanburg County 911 and American Heart Association

National Academy of Emergency Dispatchers

Properly trained to dispatch and conduct safety procedures to ensure the safety of civilians in the event of an emergency

ADDITIONAL INFORMATION

- 15+ year experience in childcare, tutoring, and proper cleaning of facilities. Also meal preparation, scheduling, menu preparation, and organizing activities - CPR CERTIFIED for more than 13 years - various janitorial experiences ranging from churches to domestic places - cashier, handling monies, shipping/receiving, inventory, sales and promotions - clerical duties, filing data, data entry