

Rasheem Brown

Data Desk Clerk

Camden, NJ - Email me on Indeed: [indeed.com/r/Rasheem-Brown/5635ec97bf6d2235](https://www.indeed.com/r/Rasheem-Brown/5635ec97bf6d2235)

Authorized to work in the US for any employer

WORK EXPERIENCE

Stock Person

Whole and Distributor - Pennsauken, NJ - 2014 to 2015

- Stock and organize shelves
- Make sure warehouse is neatly kept
- Load trucks in a timely fashion
- Ability to operate forklift

Data Desk Clerk

Insert East Printing Factory - Pennsauken, NJ - 2013 to 2014

- Researched information for articles also gathered raw data and organized project files
- Conducted phone research to update information such as phone records, email list, and new address
- Maintained quarter folder machines to assist senior directors with packaging, bundling, and shipping large quantities of paper

Intern, Youth Director

NAACP - Camden, NJ - 2013 to 2013

- Assisted directors in organizing projects for youth participants
- Planned, developed, and orchestrated worksite and schedules
- Developed research and spoke weekly on various topics

General Laborer

Public Works - Moorestown, NJ - 2009 to 2010

- Cleaned garbage and other waste material with trash truckers on daily basis
- Organized and aligned glass, waste, metal, wood and other natural resources to their respective

EDUCATION

Gloucester County college

2016

SKILLS

Proficient in: integrity, great writing skills, pay attention to detail, ability to communicate verbally, work well with others, self-motivated, and a thirst for knowledge

ADDITIONAL INFORMATION

- Participated in food drives, worked Saturdays to help students improve writing skills and provides assistance with community events. Complete over 150 hours of community service