Latonia Holbrooks

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419 Tyler Trail CT Apt 223, Charlotte, NC 28262

**Skills**

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| --- | --- |
| * Leadership skills * Microsoft Office proficiency * Good time management * Data entry | * Strong problem solver * Employee training and development * Meticulous attention to detail * Customer service |

**PROFESSIONAL Experience**

**GOTV Campaign** | Charlotte, NC | May 2022 – Current

Door-to-Door Canvasser

* Campaigning by knocking on doors in local neighborhoods, to raise awareness and remind

them to vote.

**TJ Maxx** | Charlotte, NC | September 2016 - Current

Shop steward

* To be the first contact when an employee is faced with a work-related concern or issue.
* Negotiating workers' issues (including women's issues) with management.
* Ensuring implementation of agreements, communicating and building support for the union.

Clerical

* Entered information into the Scan System and assist with the purge and problem solving.
* Product organization by checking in items and entering data into the computer system.
* Safety and Upkeep to perform basic maintenance to keep the facility clean and safe.

**Mc Donald’s** | Rock Hill, SC | March 2003 - August 2012

Manager

* Ensure top quality service provision via consistent supervision of team members.
* Oversee activities in the kitchen to ensure top quality foods are prepared.
* Schedule, train, and hire personnel for food service.
* Oversee complete cleanliness and tidiness of the outlet.
* Listen to customers and resolve quickly any complaint or issue related to food quality.
* Ensure there is adequate stock of supplies and consistently maintain inventory.
* Manage cash registers professionally.
* Welcome customers and provide them with the menu.

**Metrolina Greenhouses** | York, SC | September 2012 - May 2014

Supervisor

* Plan, organize, direct, control, and coordinate activities of workers engaged in propagating, cultivating, and harvesting horticultural specialties, such as trees, shrubs, flowers, and other plants.

**Dollar General**| York, SC | June 2014 - July 2016

Key Holder

* Assist with opening and closing the store and ensuring that proper store procedures and policies are followed when store management is not on duty.
* Provide customer service, assist cashiers and stock associate
* Maintain cleanliness of the store.

**Education HISTORY**

Some College

Central Piedmont Community College | Charlotte | 2019 - 2020

York Technical College | Rock Hill, SC| 2011 - 2012

Human Service Technology

High School Diploma

Richland One Charter Middle College High School | | Columbia, SC | 2005

High School Equivalent Diploma