

Adrienne Brown

7308 Milford Rd Forestville, Md 20747

Direct:240-354-6872

Email: Adriennebrown93@gmail.com

Education:

High School Diploma 2011

Laurel High School

Employment:

Shoppers Food and Pharmacy

Dec 2012 - June 2014

Title Front End Supervisor

Description of Duties:

Answered customers' questions about merchandise and advised customers on merchandise.

Supervise others and provide on-the-job training.

Compared merchandise invoices to items actually received to ensure that shipments are correct

Take inventory, cycle counts or examine merchandise to identify items to be reordered or replenished.

Receive payment by cash, check, credit cards, vouchers, or automatic debits with Money Gram.

Monitor checkout stations to ensure that they have adequate cash available and that they are staffed appropriately.

Wawa

June 2014 - June 2016

Lead Customer Service Associate

Description of Duties:

Verify that prepared food meets requirements for quality and quantity.

Maintain sanitation, health, and safety standards in work areas.

Balance receipts and payments in cash registers.

Balance currency, coin, and checks in cash drawers at ends of shifts and calculate daily transactions, using computers, calculators, or adding machines.

Trained and supervised new associates as well as made sure they were in compliance of all rules and regulations.

Distributed certain roles that each associate would be doing for the day.

Wegmans

April 2015 - June 2016

Grocery Clerk

Description of Duties:

Examine shipment contents and compare with records, such as manifests, invoices, or orders, to verify accuracy.

Operate forklift and power lift.

Examine shipment contents and compare with records, such as manifests, invoices, or orders, to verify accuracy.

Assist customers by providing information and resolving their complaints.

Inova Fairfax Hospital (Compass Group)

May 2017 - September 2017

Storeroom Floor Stock

Description of Duties:

Receive and handle materials for storing in a storeroom.

Handle storeroom supplies in an organized scheduled manner. Check received storeroom materials against the documents. Perform physical checking of storeroom materials for breakages or damages.

Resolve customer issues relating to the condition of their stored items. Prepare inventory control of storeroom materials. Handle and record movements of incoming and outgoing storeroom materials.

Ensure storeroom premises are maintained in a neat and orderly fashion.

Monitored inventory by completing counts as required.

MGM National Harbor

July 2017 - May 2018

Steward

Description of Duties:

Operate and maintain cleaning equipment and tools. Responsible for washing dishes, chinaware, flatware, cutlery, crockery, kitchen vessels, sweeping and mopping floors, cleaning and detailing equipment etc. Maintains the kitchen, dish washing and back area in an inspection-ready condition in accordance with local authority and hotel guidelines.

Maryland Live Casino

May 2018-December 2018

Drop and Count

Description of Duties:

Ensures the collection of all drop boxes from the gaming floor, placing the drop boxes in the designated cart, securing the cart for transport from the casino floor to the count room. Also, responsible for ensuring the count of all the currency, coins, tickets, and coupons from each drop box. Ensured accountability and accuracy of all gaming documents from Table Games count and entered cash totals from each game into the computer. Constantly ran cash through a machine to obtain a count while also strapping bills of any denomination in groups of one hundred count.

Whole Foods Market

November 2018-February 2021

PFDS Supervisor/ Buyer

Description of Duties:

Trained new hires on the new rules and regulations being implemented; order to shelf and standard operating procedures. Trained new hires in the Deli, Bistro and Pub; all retail associates. Prepped food and maintained temps for all products produced for the production team. Collected temps for all food every 3 hours regularly for HACCP logs. Completed safety walks, recorded shrink in IRMA, opened and set the deli area as well as closed. Updated all associates on any upcoming changes happening throughout the department. Completed inventory. Maintained a safe and clean work environment. Assisted in production, merchandising, and cooking when needed. Made signs/tags for the department. Connected with customers in regards to nutrition needs. Took catering orders as well as fulfilled those orders. If there were any issues I would reach out to customers about any changes. Ordered products based on the needs of the department as well as assisted in maintaining the budget for our department. Supervised over 20 associates.

Eurest at Compass Group

April 2023-Current

Supervisor/Director of Dining in training

Description of Duties:

Assisted with the day to day operations of a corporate dining account. Assisted the chef and other management with creating menus. Used applications to input items into the POS systems manually to create pricing, item names, and system resets. Created purchase orders, processed invoices, submitted payroll, maintained excel spreadsheets. Ensured all safety and sanitation procedures are followed in compliance with HACCP. Planned and supervised special functions, maintained cash controls, payroll records, and oversaw the hiring and training of team members. Completed all daily, weekly or monthly reports and procedures on a timely basis meeting all deadlines. Maintained excellent relationships with clients, guests, and vendors. Maintained office supply inventory and ordered supplies. Directed preparation of records such as agendas, notices, and monitored company credit card transactions, imprest funds and prepared expense reports.