

Terri Baad

Massillon, OH

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To utilize my skills and become a long lasting employee to your company.

Authorized to work in the US for any employer

WORK EXPERIENCE

Business Account Manager/Customer Service

Infocision - Green, OH - January 2015 to Present

Responsibilities

- Customer service.
- Inbound/Outbound calls.
- Build contracts through salesforce.

Environmental Services/Housekeeping

Mercy Medical Center - Canton, OH - January 2012 to July 2014

- Utilizes cleaning materials and supplies to maintain sanitary regulations at hospital.
- Understands and able to mix cleaning solutions, as needed.
- Maintains and requests cleaning supplies and equipment, as needed.
- Maintains and reports equipment needing to be repaired to supervisor or maintenance.
- Reports any safety hazards observed to supervisor immediately.
- Utilizes appropriate personal protective equipment when collecting waste from all areas of hospital, including but not limited to, garbage cans, soiled linens, and/or hazardous wastes.
- Utilizes infection control policies and procedures when transporting infectious waste for disposal.
- Cleans patient rooms, surgery and OB departments and other clinical and non-clinical areas - according to their policy manual.

Office Manager

33fixPc - North Canton, OH - August 2008 to December 2012

- Ran company while President was away.
- Responsible for all credit card transactions, purchase orders and billing.
- Responsible for day to day operations.
- Handled all customers complaints.
- Knowledge of QuickBooks.
- Worked with all vendors.
- Inventory control.

Shipping and Receiving Clerk

Renwerx Tech - North Canton, OH - March 2005 to August 2008

Prepared bill of ladings, checked items to be shipped against work orders to ascertain that quantities and destinations are correct.

- Received and unloaded incoming materials and compared information on packing slips with purchase orders to verify accuracy of shipment.
- Sorted, counted, packaged, labeled, insured, unpacked and logged inventory which is shipped or received.
- Inventory control.

- Inspected shipments for damages or defects, recorded discrepancies or damages and notified supervisor.
- FedEx, UPS, USPS and international shipments.
- Tow motor experience.

Laborer

A.R.E - Massillon, OH - May 2003 to January 2005

Shipping Supervisor

World Kitchen - Massillon, OH - February 1998 to March 2003

- Worked with managers to implement the company's policies and goals.
- Supervised employees in verifying, preparing and keeping records of outgoing shipments.
- Monitored outgoing shipping activities to ensure accuracy, completeness, and condition of shipments.
- Monitored counting, weighing and identifying of shipments.
- Post weights, Bill of lading and shipping charges.
- Studied shipping notices, bill of lading, invoices, orders, and other records to determine shipping priorities, work assignments, and shipping methods required to meet shipping schedules.
- Tow motor experience.
- Inventory control.
- Utilized knowledge of shipping procedures, routes and rates.