

JB Baisa

Hammond, IN

jadebaisa4_c8v@indeedemail.com

+1 314 297 7785

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Distribution CoManager

Liqgo! - Hammond, IN

January 2021 to Present

The distribution center of Liqgo! is a fast-paced and highly organized environment. My primary day to day duty is the upkeep and maintenance of Excel spreadsheet formulation within Onedrive for inventory control. From store orders, pick lists, and vendor orders, I create workbooks individualized for each facet of an fifteen-store liquor chain. When not working on Excel, my other duties include leading a team of 9 and managing the upkeep of a distribution center. The ability to lift heavy loads, drive a box truck, facilitate and organize a crew, as well as understand Excel is key to success in my position.

Manager

SipnGLo - Philadelphia, PA

2016 to 2018

Managing a health food quick-serve restaurant is a lot of juggling. Between managing staff and inventory management, understanding the product and the customer base, and having an intimate knowledge of updated health code standards, a lot of moving parts occur for someone in this role. I built weekly schedules around staff needs, ordered dry and 'wet' goods, educated customers daily about the health benefits of our products, and maintained the highest degree of cleanliness demanded of a raw production line and ServSafe standards.

Sound Engineer, Promoter, Barback, and Bartender

Connie's Ric Rac - Philadelphia, PA

2013 to 2016

Philadelphia, PA -- 2013-2016

Working at a venue is to wear many hats. As a sound engineer, promoter, barback, and bartender, I filled all the roles and juggled all the jobs. From the beginning stages on building a show months in advance to setting up the bands in between sets, I took part of every step and planned every minute. This included finding acts, ordering beer, and designing fliers for social media promotion. Front of house and back of house, customer and talent-facing alike, I have experience in all levels of running a smooth night at a music venue.

Warehouse Manager

Guitar Center - St. Louis, MO

2010 to 2013

As a warehouse manager for Guitar Center, it was my duty to organize and manage the inventory for a large music store. Daily duties involved counting merchandise, cleaning and managing stock, and shipping online orders. Weekly and monthly tasks included unloading the incoming merchandise truck, discounting and “rotating” items, testing all equipment for faultiness, and general store maintenance.

Education

None in Music Production and Engineering

Berklee - Boston, MA

2013 to 2013

High school diploma

Central VPA, St. Louis, MO - High school - St. Louis, MO

2010

Skills

- IOS knowledge
- video/audio editing
- Google Drive
- YouTube Studio
- Instagram for Business
- Wordpress
- live sound engineering
- Shift Management
- Box Truck
- Heavy Lifting
- Microsoft Excel
- Pallet jack
- Restaurant experience
- Employee relations
- Warehouse management
- Video Production
- Computer Literacy
- Microsoft Excel (1 year)
- Sales
- Warehouse distribution
- Analysis skills
- Google Docs
- Order fulfillment
- Data management

- Data management
- Typing
- Warehouse supervisor experience
- Operations management

Assessments

Spreadsheets with Microsoft Excel — Highly Proficient

November 2022

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Highly Proficient](#)

Warehouse shift leader — Highly Proficient

June 2022

Supervising warehouse staff and maintaining safety and security standards

Full results: [Highly Proficient](#)

Warehouse safety — Highly Proficient

September 2022

Using safe practices in a warehouse setting

Full results: [Highly Proficient](#)

Bartending — Highly Proficient

June 2021

Understanding, pouring, and mixing drink orders

Full results: [Highly Proficient](#)

Manufacturing fit — Highly Proficient

September 2022

Measures the traits that are important for success in manufacturing roles

Full results: [Highly Proficient](#)

Sales skills — Highly Proficient

January 2021

Influencing and negotiating with customers

Full results: [Highly Proficient](#)

Food safety — Highly Proficient

June 2021

Knowledge of proper food and equipment handling safety measures

Full results: [Highly Proficient](#)

Delivery driver — Highly Proficient

January 2022

Interpreting instructions or signs and solving problems

Full results: [Highly Proficient](#)

Basic computer skills — Highly Proficient

November 2022

Performing basic computer operations and troubleshooting common problems

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.