

Alexius Baker

Known for extremely great customer service

Orlando, FL 32839

alexiusbaker@yahoo.com

+1 321 442 4283

I have reliable transportation - up to date vehicle

I have valid drivers license

I own a pick up truck and trailer

I have lawn equipment such as 0 turn lawn mower and weed eater and edger as well as a blower.

I am willing to travel with work.

I also am interested in 1099 opportunities

Authorized to work in the US for any employer

Work Experience

Independent Contractor/ Merchandiser

Shiftsmart-Florida

December 2023 to Present

My tasks are

- Planning: Working with buyers to plan product ranges and stock levels
- Forecasting: Analyzing data and trends to predict sales and profits
- Managing: Managing budgets, setting prices, and managing the performance of ranges
- Promoting: Promoting special offers and marketing initiatives
- Advising: Advising management on resources and services that can boost customer satisfaction
- Collaborating: Collaborating with the purchasing department to predict sales numbers and determine inventory levels

I answer questions, responding to special requests.

Maintain store shelves by observing displays of company products, removing damaged or freshness-dated products, tidying store shelves, and providing optimum display of products. I partner with companies such as Circle K, Walmart, Publix, Target, Pepsico, Frito Lay.

Founder and President

A Peace of mind foundation inc-Orlando, FL

August 2017 to Present

This is a Non-profit organization my team and I founded back in 2011.

My tasks here are administrative, marketing and development. Our purpose is to educate and provide funding for mothers going through postpartum depression and for children experiencing mental anguish from the lost of their parents whether it's a physical absence or the parents are mentally distracted from their daily duties to provide a healthy environment for the children. Our motto is : " It takes a village".

Our goal is to create that village.

Human Resources Manager

Amazon-Seattle, WA

October 2019 to December 2023

- Assist with payroll functions
- Maintaining records and information
- Answering employees questions
- Personnel and Human Resources
- Clerical
- Customer and Personal Service via phone and email.

I won badges of appreciation for punctuality as well as leadership when it comes down to initiation and dedication to my tasks.

Technology Knowledge

- Word processing software
- Human resources software
- Enterprise resource planning ERP software
- Data base user interface and query software
- Computer based training software

Home health aide

Acute Home Healthcare-Orlando, FL

April 2019 to May 2023

- (407) 627-9165

Host

Artisan's Table-Orlando, FL

March 2019 to May 2020

Welcoming and greeting customers, managing seating chart, seat guests and provide menus, other duties as assigned

Student CNA

Parks Healthcare and Rehabilitation Center-Orlando, FL

December 2018 to December 2018

32837 • (407) 858-0455

Shift Manager/Cashier

Aldi-Ocoee, FL

July 2015 to July 2017

34761

Overnight-Stocker/Maintenance

Walmart-Ocoee, FL

January 2015 to June 2015

34761 • (321) 247-4817

Sales/Cashier

Party City

September 2013 to April 2015

4024 Eastgate Dr • (407)-345-5287

Education

HHA,CNA in Nurse Aide

Orange Technical College - Orlando, FL
2018 to 2019

Bachelor's in Philosophy & Social Sciences

University of Liberalis
2015 to 2018

Certification in Bail bonds

University of Florida
2016 to 2017

High school diploma

Oakridge Highschool
2010 to 2014

Skills

- Microsoft Office, Microsoft Word, Microsoft Excel, Microsoft Access, Communication, Problem solving, Team Work, Leadership, English speaker, Haitian Creole speaker, ASL finger speller, Computer Typing 40 WPM, Adaptability, Active Listening, Coachable, Fast and efficient learner, Case management (5 years)
- Human Resources
- Recruiting
- Performance Management
- Office Management
- JavaScript
- Word Processing
- Oracle
- Business management, Strategic-thinking, Organizational, Multi-tasking (3 years)
- Time management
- Customer service
- Heavy lifting
- Warehouse distribution
- Farming
- Accounts receivable
- Accounts payable
- Data collection
- Windows
- Customer support
- Telemarketing

- Freight
- Employment & labor law
- QuickBooks
- Driving
- Industrial equipment
- Manufacturing
- Search engines
- Financial services
- Tax experience
- Documentation review
- Analysis skills
- Records management
- Copywriting
- Hotel experience
- OSHA
- WordPress
- Clerical experience
- cna
- HHA
- Customer service
- Web design
- Human resources
- Leadership
- Active Directory

Links

<https://alexiusbaker.wixsite.com/website>

Certifications and Licenses

Home Health Aide

Present

HIV&AIDS Knowledge

Present

Valid Drivers License

First Aid and CPR

Notary Public

CNA

Professional In Human Resources

Associate Professional in Human Resources

BLS Certification

Additional Information

Soft Skills

- Communication • Initiative
- Critical Thinking • Leadership
- Teamwork • Active Listening
- Time budgeting • Computer Software
- Coachable • Adaptability
- Record Keeping • Management
- Patient Education(HIPAA) • Problem Solving