

Raouf Bennett Grissa

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Professional Experience

- Turntable Lab Brooklyn, NY** March 2018 - Present
Customer Service and Distributor Returns
- Responsible for handling customer inquiries on products and orders
 - Work with distributors in arranging exchanges and credit for damaged and/or defective products
 - Coordinate and rectify all discrepancies between distributors and our shipping department
- Turntable Lab Brooklyn, NY** September 2017 - March 2018
Shipping and Receiving Assistant
- Assisted in tracking and recording all incoming shipments
 - Accurately picked, packed, and shipped finished goods to customers and distributors
 - Balanced items received with records to maintain accuracy of incoming and outgoing shipments
- Chesky Records Manhattan, NY** August 2016 – August 2017
Operations and Promotions Assistant
- Assisted in developing marketing plans and email promotions for new releases
 - Managed inventory of 30 years worth of CD's, LP's, and Master Tapes
 - Tracked budgets and licensing fees for ongoing projects
- 21st Century Artists Manhattan, Manhattan NY** July 2015 - November 2016
Administrative Assistant
- Responsible for maintaining day-to-day office operations
 - Drew up contracts between our clients - The O'Jays, The Commodores, and Maxi Priest, among others - and venues around the world
 - Assisted in handling clients accounting
- Captured Tracks Brooklyn, NY** March 2016 - September 2016
Inventory Manager
- Managed and updated inventory of more than 18,000 used vinyl records
 - Maintained correspondence with new and used media distributors
 - Set operational standards for all staff to follow
- Pag's Pub / Paganini Restaurant Inc. Doylestown, PA** January 2006 - Present
Head Waiter / Head Bartender
- Trained and managed new employees
 - Maintained quality control of dining, beverage, and customer services
 - Responsible for maintaining liquor and beer inventory
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Extracurricular

- WBOR 91.1 FM Brunswick, ME Radio Disc Jockey (DJ)** September 2010 - June 2014
- Host of bi-weekly radio show "Rhythm, Beats, Grass" for four years
 - Operated professional audio equipment and troubleshoot technical problems
 - Provided training on audio equipment for Bowdoin students
- Bowdoin College Men's Tennis Team Brunswick, ME** August 2010 - January 2012
Invested 25-35 hours a week while maintaining full academic course load
- Peace Valley Park Nature Reserve Doylestown, PA** May - August 2011
May - August 2012
Volunteer
- Worked independently maintaining nature trails and trailheads
 - Aided visitors and groups
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Education

Bowdoin College

Bachelor of Arts Degree, May 2014

Major: Earth and Ocean Science; Minor: Anthropology

Technical Skills

Proficient in OSX, Ableton Live, Pro Tools, Logic, Final Cut Pro, Lightroom, R, Microsoft Office, Google Drive, iTunes Producer, Shopify, OrderCup
Fluent in written and oral French, basic Arabic, basic HTML