

Brendenn W. Kralicek

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Objective

To secure a full time position in a professional business environment where my accounting/marketing skills will benefit in an office setting.

Profile

Motivated, personable business professional with Accounting 1 & 2 skills. Talent for quickly mastering technology, diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive, confidential records. Demonstrated history of producing accurate, timely reports, and meeting stringent timeline guidelines.

Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrives in deadline-driven environments, and excellent team building skills.

Skills Summary

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|--|--------------------------------|------------------------------|
| ♦ Marketing & Sales Report Preparation | ♦ Computer Savvy | ♦ Analyze & Journalize |
| ♦ Written Correspondence | ♦ Customer Service | ♦ Accounting/Bookkeeping |
| ♦ General Office Skills | ♦ Scheduling | ♦ Front-Office Operations |
| | ♦ Prepare Financial Statements | ♦ Professional Presentations |

Employment History

STARBUCKS, PORTLAND, OR 503-223-1747 06/2012 – 4/2013

Barista

- Providing excellent customer service .
- Cash Handling.
- Creating quality and consistant beverages.
- Maintaining a clean and comfortable store.

COSTCO WAREHOUSE, CLACKAMAS, OR 503-794-5500 10/2010 – 06/12

Meat and Bakery clean-up

- Wrapping Meat.
- Cleaning meat Dept.
- Cleaning Bakery.
- Front end assistant.

DEAN WILLIAM CONSULTING, OR 707-672-2005 05/11-PRESENT

Founder, CEO

- Marketing products
- Bringing products up to date
- Advertising
- Designing product information
- Food show venues

HOLIDAY INN EXPRESS, MCKINLEYVILLE, CA 707-840-9305 1/2009 – 10/2010

Front Desk Representative.

- Provide impeccable customer service.
- Communicate professionally with Hotel guest and phone clientele.
- Rapidly learn and master varied computer programs.

Education

McKinleyville High School, Diploma, and Accounting Certificate.