
KRISTIE ZACHA

22844 SW Forest Creek Dr #200 , Sherwood, OR 97140 | H: 5039995880 | kristie.zacha@gmail.com

Summary

Energetic, hard working Business Manager who is skilled at multi-tasking and maintaining a strong attention to detail. Employs professionalism and superior communication skills to meet client and company needs.

Highlights

- Microsoft Office proficiency
- Articulate and well-spoken
- Time management
- Excel spreadsheets
- Customer service-oriented
- Database management
- Works well under pressure
- Meticulous attention to detail

Experience

Business Manager

10/2008 to 07/2013

Stoller Family Estate

Dayton , OR

Provided all bookkeeping for winery including but not limited to; AP/AR, payroll, expense reports, bank reconciliation, property taxes, state compliance, and inventory management.

Investigated issues and problems and drafted responses to urgent requests.

Created and maintained computer- and paper-based filing and organization systems for records, reports and documents.

Provided reliable and timely project by project expense, capitalization, amortization and spend data for all departments.

Assisted in the creation of vendor contracts for outside vendors.

Prepared monthly and annual expense forecasts, including any necessary recommended action required to manage costs to achieve budget.

Researched and resolved billing and invoice problems.

Maintained detailed administrative and procedural processes to improve accuracy and efficiency.

Created databases and spreadsheets to improve inventory management and reporting accuracy.

Developed more efficient filing systems and customer database protocols.

Provided support for President and sales team in managing operation work flow.

Improved service quality and increased sales by developing a strong knowledge of company's products and services.

Provided detailed monthly departmental reports and updates to senior management.

Branch Manager

11/2005 to 03/2008

Key Bank

McMinnville, OR

Actively recruited and oversaw training for all new branch employees.

Provided financial analysis reports of commercial real estate, borrower's financial statements, lease reviews and market research.

Provided expert financial advice on mortgage, educational and personal loans.

Developed the annual branch business plan for maximum profitability and effectiveness.

Performed daily maintenance of the loan applicant database.

Identified strategic partnerships and gathered market information to gain a competitive advantage.

Contacted new and existing customers to discuss how specific products could meet their needs.

Added value to marketing material by introducing creative advertising concepts.

Cultivated relationships with key players in various industries to create ongoing and mutually beneficial referral systems.

Developed growth plans by identifying key clients, key targets and priority service lines. Marketed and developed key accounts by favorably representing the company at membership and community functions.

Education

Business

Western Oregon University

Coursework in Business, Financial Management and Event Planning.