

BOOKKEEPER/HR MANAGER

Summary

CEO/District Manager/HR Manager/Accountant

Talented Management Executive bringing 20 years of experience growing and building a chain of retail stores, looking to utilize skill-set to work with a strong team of people at a corporate level. Ready to take on a challenging environment to help motivate, lead and create a strong team.

Experience

Bookkeeper/HR Manager Sep 2016 to Current

Kaiser Permanente 1/4 Portland , OR

- In charge of all accounting and HR work as well as staff management.
- Saved payroll dollars by cutting back excessive man hours.
- Saved thousands of dollars by cutting spending with better purchasing.

President and Founder Nov 2015 to Nov 2017

The Vault 1/4 City , STATE

- Created, owned, operated and then sold a boutique retail store.

Consultant Nov 2014 to Jun 2015

ALM Business Consultants 1/4 City , STATE

- Financial consulting for businesses and individuals looking for funding.

CEO & Founder Aug 1997 to Current

Ground One, Inc 1/4 City , STATE

-
-
- Created, owned and operated a chain of retail stores.
- Strengthened company's financial portfolio by opening strategic new locations and closing low performing locations.
- Directed my team to grow sales to \$4.5 million a year.
- Recruited, trained & developed strong sales staff to maximize productivity and revenue for 5 locations; Hired and trained hundreds of staff over 20 years.
- Curated lead management team for each store location, and oversaw daily store operations for staff of up to 50 employees.
- Developed and executed marketing programs and general business solutions resulting in increased company exposure, customer traffic, and sales.
- Purchased hundreds of thousands in inventory in numerous divisions every year.
- Compiled financial reports pertaining to cash receipts, expenditures and profit and loss to create budgets.
- Created company's employee manual including training and development.
- Defined strategy and business plan for the entire company.
- Implemented innovative programs to increase employee loyalty and reduce turnover.
- Managed business finances, including paying vendors and suppliers for products and services rendered.
- Executed training programs for managers to increase sales and output.
- Oversaw HR training, coaching, mentoring and staff retention.
- Developed and rolled out new policies.
- Entered financial data into the company accounting database to be verified and reconciled.
- Reconciled company bank and credit card accounts.
- Manage payroll which includes processing payroll, and advising on wage promotions and raises.
- Established a QuickBooks accounting system to reflect accurate financial records.
- Managed and responded to all correspondence and inquiries from customers and vendors.
- Negotiated pricing with vendors regarding wholesale billing and marketing procedures.

Education and Training

Bachelor of Arts 1998 UC Davis * Davis, CA

Skills

Accounting, billing, Budgeting, budgets, business plan, business planning, business solutions, cash receipts, closing, coaching, CA, credit, Customer Service, database, Staff training, finance, financial, Financial consulting, financial reports, Human Resources management, HR, Inventory management, inventory, marketing, mentoring, operations management, payroll, processing payroll, policies, pricing, Problem Solver, profit and loss, purchasing, Quickbooks, QuickBooks accounting, retail, sales, scheduling, staff management, strategy, strategic, Territory management, training programs

Additional Information

- Activities and Honors Gave presentations on Business management and Entrepreneurship California State University Sacramento.