**KARI JENSEN**

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Smithfield, UT 84335

Cell: 435-232-3612

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**HIGHLIGHTS OF QUALIFICATIONS**

I am an Administrative support professional with experience working in a fast paced environment that demands strong organizational, technical and interpersonal skills. I am highly trustworthy, ethical and discreet; committed in excellent customer service. I am confident with interactions at all levels. I am detail-oriented and resourceful in completing projects; able to multi-task effectively. My capabilities include:  
  
~ Customer Service and Relations ~Accounts Payable/Receivable ~Telephone Reception  
~ Word Processing/Typing. ~Marketing and Sales ~Invoicing/General Accounting  
~ Computer Operations ~Office Equipment Operations ~Problem Solving  
~ Create and Maintain Reports -Amazon and Online Sales -Creating/Maint. Budgets

**EXPERIENCE**

**Management**

Jenco Cleaning LLC, Logan , UT

9/2005—2/2010

**Owner/Operator**

Started from the ground up a commercial cleaning company, in which I ran 3 shifts with 16 employees. I had state contracts, local businesses, La-Z-boy facility and the Wyoming Downs racetrack. I was responsible for acquiring, putting together bid proposals and implementing the required work needed to maintain the contracts. I managed and trained all employees, oversaw worksite, developed all employee schedules. Engineered a commercial cleaning plan for each location, maintained all supply inventory and upkeep of tools needed to do an exceptional job.

**Customer Service**

Don Aslett's Cleaning Center, Logan , UT

3/2010—12/2013

**Store Manager**

Ran complete operations of day to day Store functions.   
Oversaw all operations of inventory, customer service, employees and marketing.  
Troubleshoot and resolve problems and managed staff schedules.

**Administrative Support**

Millennial Medical LLC, Logan, UT

2014—2017

**Office Manager/Controller**

Performed Lead Administrative and secretarial support functions for the president of a medical device manufacturing company, including all payroll, invoicing,and accounting. Coordinated multiple priorities and projects.   
Complete responsibility for all accounting functions; maintained journals and handles AP and AR.   
Create and maintain weekly and monthly financial reports.  
Provided telephone support, investigated and resolved billing issues.  
Trained and supervised Full time and Part time staff.

**EDUCATION**

Certified QuickBooks Pro, Intuit Course, Salt Lake City UT, 1/2014

Certified Continuing Education Instructor- More Floods University, Lexana TX

**PROFESSIONAL ASSOCIATIONS**

North Park Elementary PTA President - served 4 years  
Greenville Elementary PTA President - served 3 years