

Cheryl L. Kohoutek

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Ability Summary

Skilled business professional with extensive experience in a range of business industries. Skills include office management and development, bookkeeping, sales, customer service, quality control, purchasing and inventory, human resources, web based promotion and marketing, sales and more. Computer literate with above level knowledge and skill in: Microsoft Office, Excel, PowerPoint, Outlook, QuickBooks and other accounting software programs. Type 70+ wpm with accuracy and most adept with modern office practices and procedures including inner office communication, customer service, technology based issues utilized in sales and promotions. Great organization skills with an eye for detail and sincere desire to help fulfill company mission statement while enhancing profits and customer satisfaction.

Employment History

Big Easy Air Solutions, LA Outside Sales/Marketing

Feb. 2014 - Present

- * Setting appointments with customers and potential new customer leads
- * Meeting with customers to demonstrate and discuss sale and purchase of product
- * Closing deals and finalizing all sales paperwork
- * Follow up with customers on product performance and customer satisfaction
- * General marketing and media marketing of product to attract new potential customers in the market.

Universal Restoration Services, LA Executive Administrative Assistant

Oct. 2012 - Oct. 2013

- * Assist General Manager and Vice President in daily business operations
- * Update all job costing and purchasing daily
- * Assist Project Managers throughout each job process with documentation and scheduling needs
- * Maintain and set up all vendor and subcontractor accounts and contracts.
- * Process all bi-weekly job payroll and sub-payments
- * Receive and review all bid proposals for potential new jobs and prepare analysis of job potential to present to management for potential bid proposal
- * Marketing/Business relations with potential new customers and program accounts.

Custom Interiors, Inc., LA Business Manager

May 1999 - Jul 2012

- * Perform all accounting duties of business including daily, monthly, and yearly income, profit & loss reports
- * Maintain and balance company inventory and purchasing
- * Weekly payroll and taxes
- * Helped to create and maintain company website and online ordering system.
- * Performed all Human Resource Duties
- * Created and maintained numerous spreadsheets in regards to helping productivity, cost control, product usages/shortages and job cost/profit analysis based on sales.