

# Kalee Oldham

Arvada, CO

kinum189@gmail.com - (720) 724-5188

## WORK EXPERIENCE

### **Bookkeeping Assistant**

Arvada, CO - August 2014 to Present

I am responsible for accessing clients bank accounts, printing statements, and entering the data into Quickbooks.

- I manage all of the client documentation and files.
- I am responsible for reviewing the A/R reports once a month and mailing out collection letters to the past due clients.

### **Hostess**

Westminster, CO - March 2014 to August 2014

I was responsible for greeting and escorting customers to their tables as they entered the restaurant.

- I managed the seating chart and wait list when the restaurant became busy.
- I was responsible for taking to go order and presenting them to the customers.

### **Server and Party Host**

FatCats Bowling Alley - Westminster, CO - January 2013 to May 2014

I was responsible for setting up and catering scheduled events.

- I was responsible for serving food, beverage, and alcohol to the guests.
- I communicated with the customers to make sure I met and exceeded their expectations.

Rock Bottom Brewery - Denver, CO - September 2013 to March 2014

### **Floor Girl**

Electric Cowboy - Westminster, CO - August 2012 to February 2013

I was responsible for maintaining the cleanliness and overall appearance of the bar and woman's facilities.

### **Photographer**

Electric Cowboy - Thornton, CO - August 2012 to October 2012

I was responsible for scheduling appointments for clients.

- I communicated with the clients to make sure I met and exceeded their expectations.
- I was responsible for capturing, processing, and creating the final images for the clients.

## EDUCATION

Iver C. Ranum High School - Westminster, CO

September 2002 to May 2006

## ADDITIONAL INFORMATION

Skills

- Typing 40 words per minute
- I am proficient with a ten key
- I am proficient in the use of the following programs;
- \* Microsoft Office applications
- \* Quickbooks
- \* Aloha
- \* OpenTable
- \* POS Systems
- 8+ years strong customer service skills
- I have experience with upselling
- I am TIPS and Serve Safe certified