



# Kelly Hansen

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## Objective

Seeking position requiring excellent business management skills in an office environment. Position should require a variety of tasks, including office management, word processing, spreadsheet and database program use.

## Skills and Accomplishments

- Operated home based business.
- Created effective age-based curriculum.
- Developed forms to simplify bookkeeping and customer communication.
- Increased productivity by creating and maintaining spreadsheets depicting internal forecasted needs.
- Effective communication with both suppliers and customers, domestically as well as internationally.
- Successful first line invoice problem solving.
- Database Management.
- Calendaring.
- Adaptability to multiple operating systems.
- Accuracy and speed in all data entry, including but not limited to, purchase orders and sales orders.
- Team mentality.
- Interpretation of internal forecast and utilization of multiple logistic strategies.
- Sense of urgency when completing tasks.
- Ability to multi-task.

## Employment History

State of Minnesota Licensed Child Care Provider LeRoy, Minnesota 55951	10/06 - 4/12
Oak Park Mall Administrative Assistant Austin, Minnesota 55912	12/05 - 12/08
Crenlo Technical Customer Service Rochester, Minnesota 55901	9/02 - 9/04
IBM Buyer Rochester, Minnesota 55901	10/00 - 9/02

