

# Jean Kichler

Stacy, MN 55079

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651-485-4256

To obtain a challenging and rewarding position out of my home that will capitalize on my proven skills and work experiences.

Authorized to work in the US for any employer

## Work Experience

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### **Business Owner**

March 2008 to Present

of Personalized Kids

- \* Create children's music cd's that are personalized with their names
- \* Created and maintain web site - [www.per-kids.com](http://www.per-kids.com)
- \* Sell products at shows as well as mail, phone and online orders
- \* Customer Service, Accounting & Sales
- \* Post ads, respond on emails, and chat events

### **At home Data Entry Rebate Center**

Promotion Mailing Center - Stacy, MN

2004 to Present

- \* Also worked in house doing auditing of processors work.
- \* Company Lay-off - still doing occasional home keying.

### **Office Administrator**

Dave Kichler Electrical Inspections - Stacy, MN

2005 to September 2017

for my husband in our home office)

- \* Assist State Electrical Inspector with a variety of office functions.
- \* Daily data entry of Requests for Electrical Permits
- \* Calling on Expired Requests
- \* Accounts Receivable/Payables with QuickBooks.
- \* Daily Record Keeping
- \* Payroll for two employees
- \* Phone work, faxing, etc.
- \* Various office duties as assigned

### **Sales/Marketing Coordinator**

Aquarius Water Conditioning - Oakdale, MN

2003 to 2005

- \* Answer all incoming potential sales calls. With an average of 87% closure rate on appointments set. Outbound calls to leads from local shows or promotions.
- \* Set daily appointments for 9 sales reps as well as dispatched them on an equally to the reps.

- \* Worked independently out of a satellite office in St Croix Falls.
- \* Compiled data daily and composed various weekly and monthly reports.
- \* Assisted in marketing with targeting various areas as well as tracking the outcome of the efforts. Assisted in creating and proofing various ads, mass mailing and product shipments.
- \* General office duties as assigned.

## **Marketing Rep**

Palm Marketing Group - San Francisco, CA  
1999 to 2002

- \* Responsible for training employees of approximately 32 stores in the metro area on how to use the Palm PDA and to keep them current on the latest models and capabilities of each model.
- \* Set up promotions and demo days in each store. Worked closely with the manager to each store to ensure successful promotions.
- \* Researched other PDA products and their capabilities via the Internet.
- \* Created various reports delivered to the main office via the Internet.
- \* Worked out of my home office by means of internet, fax, etc.

## Skills

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QUICKBOOKS (10+ years), CUSTOMER SERVICE (9 years), RECEPTIONIST (9 years), RETAIL SALES (9 years), 62 WPM (Less than 1 year)

## Additional Information

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### Skills

Experienced in Word, Excel, Access, Power Point, Publisher, Works, Approach, Word Perfect, QuickBooks, Outlook, Photoshop, Adobe and a variety of other software. Operating systems I have used are Windows 7 & 10 (have both systems at home), Vista, XP, 2000, ME, 98 and 95. Also very proficient on the internet, participated in various chat sessions, limited web site building. Extensive customer service skills both over the phone as well as face to face. I enjoy doing multi tasks and am a self-starter who likes to take the initiative various tasks.

### Notes

I am available for either full or part time work. I am interested in any position that is located in my home or near my home. I am currently not working, due to the closing of my husband's business because of his disability. On a rare occasion I do contract keying with a company located in Stacy. I am a small business owner that sells personalized Music for kids, which is also very part time. I created and maintain my own web site ([www.per-kids.com](http://www.per-kids.com)). My last testing on typing skills was 62 WPM. Heavy 10 key experience as well. I would appreciate any consideration you might offer me.