

Kenelle Bolos-Santos

Aurora, CO
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(808) 854-6750

Authorized to work in the US for any employer

Work Experience

Office Assistant

Foodland Super Market - Honolulu, HI
2017 to 2019

Located in the heart of Honolulu and a premier Food / Beverage source for travelers and vacationers Assist General Manager, Departmental Managers and the Accountant with administrative duties to drive operational efficiency and ensure customer responsiveness. Facilitates key tasks including calendar coordination and on-site event management.

Manages all types of confidential information relating to finances and personnel. Provides financial support to daily operations.

Responsible for accounting projects including: purchase orders, office supply management, expense reporting and invoicing.

- Awarded Employee of the Year in (6/2017) and Employee of the Month in (9/2017, 6/2019)
- Develop, implement and manage office finances and special project data
- Oversee client relations and vendor management; communicate detailed receipts and Foodland accounts
- Greet visitors in a courteous and professional manner and notify the appropriate party of the visitors arrival
- Answer phone calls, handles vendor and clients inquiries and/or properly routes calls
- Monitor and manage checks and balances between operations and sales
- Prepare and maintain a variety of corporate reports for daily, monthly and annual submissions for General Manager
- Perform bill payments via Western Union and Foodland integrated payment system
- Schedule weekly change orders and pick up as needed for cash management with Brinks

Front End Coordinator

KALAMA BEACH CORPORATION - Honolulu, HI
2016 to 2017

The Kalama Beach Corporation is one of the largest distributor in Hawaii. Company's line of business includes the retail sale of combined lines of gifts and novelty merchandise, souvenirs, greeting cards, holiday decorations, and miscellaneous small art goods.

Kalama Beach Corporation, which also operates under the name Lamonts. This organization primarily operates in the Gift Shop

business / industry within the Miscellaneous Retail sector. This organization has been operating for approximately 49 years.

- Produced regular project status reports used to keep projects on-budget and on-target

- Facilitated weekly meeting with all Senior Managers to track, monitor and benchmark projects
 - Issued work orders and prepared weekly status reports for all Senior Managers
 - Contacted customers to obtain permits, certificates of insurances
 - Prepared purchase orders and reviewed accounts payable (A/P) and accounts receivable (A/R)
 - Pay and reconcile all outstanding company invoices
 - Attend meetings with the senior officials of the company and understand the policies of the company and implement them
- while entering any type of data into the database

Office Clerk

KALAMA BEACH CORPORATION - Honolulu, HI
2012 to 2016

- Assisted Accountant in all aspect of day to day duties, such as: invoices, proper allocation, employee expense reports
- Produced regular project status reports used to keep projects on-budget and on-target
- Issued work orders and prepared weekly status reports for all Senior Managers
- Handle machines such as Xerox machines, printers, scanners and answer telephone calls at times
- Order all office supplies to ensure we remain within monthly budget
- Prepared purchase orders and reviewed accounts payable (A/P) and accounts receivable (A/R)

Education

High school or equivalent

KEAAU HIGH SCHOOL
2014

Skills

- Filing
- MS Office
- Data Entry
- Sales
- Receptionist
- Billing
- Word
- Inventory
- Customer Service
- Organizational Skills
- Outlook
- Time Management