

MITCH KALKA

1109 Virginia St.
7644
St. Paul, MN 55117
mitchkalka@gmail.com

Phone 612-239-

Email:

OBJECTIVE: To use my natural creative talent, my education and my work experience skills to support business goals or personal goals

EXPERIENCE:

Moving Coordinator

Sort, Toss, Pack

June 2014 - Present

- Assist people in transition with moving decisions
- Determine items to sell, recycle, donate or toss
- Move furniture and personal belongings

Caretaker

Shirley A. Kalka

June 2015 - June 2018

- Assist with walking and light exercise
- Engage in mental exercises
- Plan and prepare meals
- Light housekeeping to include dusting, vacuuming and laundry
- Assist with bathing, dressing and grooming
- Maintain calendar and organize mail
- Companionship

Replenishment Associate

Michael's

July 2011 - June 2014

- Receive, replenish and present merchandise
- Maintain a solid product knowledge
- Identify and disposition slow moving merchandise
- Be aware of all promotions and advertisements

Stockroom support/Cycle Counter

IntriCon Corp

March 2007- March 2010

- Perform cycle counts and enter the transactions into JDEdwards.
- Problem solve material variance problems to understand the root cause.
- Keep records to comply with ISO requirements.
- Assist shipping function on high volume shipping days.

Other:

Prior Experience

Independent Sales Rep	Vector Marketing - Cutco Knives
Sales Associate	Brauson Gas Stations
Stock Clerk	Fresh and Natural Food Store
Sales Associate	Dick Blick Art Store

Education:

Minneapolis College of Art and Design

2009 - 2010

University of Minnesota

2008

2007 -

