

Jenika Khalsa

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(310)-359-5696

Starbucks Coffee
Shift Supervisor
Longmont, Colorado

July 2015 - Present

Program Specialist
Akal Security Inc.

October 2012 - March 2013

(505) 692-6600 Espanola, NM

Responsibilities:

- Ensure on-time completion of administrative tasks.
- Work cooperatively with on-site managers and personnel to execute program administration.
- Execute and support established systems in the administrative processes and report the problems with suggested corrective action.
- Support the implementation of the administrative processes.
- Ensure compliance with established standard operating procedures as they relate to processes.
- Contribute to metric reports on administrative process.
- Meet daily, weekly and monthly deadlines.
- Support employees around the country with customer service relating to program processes.

Owner - Event Manager
Lifeboat Productions

January 2007 - 2011

Los Angeles, CA

Responsibilities:

- Creation of all bids and contracts for prospective and new clients.
- Accounts receivable and payable, basic bookkeeping and event financial reviews.
- Day of event manager: client interface, staff interface and timeline efficiency.
- Hiring, termination, payroll, and management of staff.
- Ordering from all vendors: rentals, food & beverage, sound equipment, flowers.
- Created and maintained relationships with vendors for consistency of price and product.

Operations Manager

August 2001-August 2010

David Andersen Pianos

(310) 403-4559 Los Angeles, CA

Responsibilities:

- Created, implemented, and maintained comprehensive and efficient systems for: piano sales, moves and rental contracts, client and vendor database, filing, scheduling employees.
- Responsible for all basic accounting tasks: accounts payable and receivable,

invoicing, tax preparation, bills of sale, and warranties. Proficient in Quicken & Quickbooks.

- Precise and detail focused in a multifaceted, fast-paced environment.
- Responsible for artist booking, reservations, on-site management of venue, and reconciliation of all monies handled.
- Client and customer satisfaction based on needs and preference.
- Successfully maintained Personal Assistant responsibilities including: travel bookings, arranged and coordinated personal schedule, pursued all tasks to satisfaction and completion
- Increased revenue by 50% consecutively the first three years of employment.
- Quarterly audit of client files.