

Janice Olson
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Objective

Our (My husband and I) objective is to obtain a challenging position that we can apply our knowledge and skills that we have obtained through past employment positions and life experiences. We're willing to give our all in all we do; success, pride and dedication is our driving force and the goal of every job we under take.

We don't look for the crown or the recognition, we look for success, and the pride in knowing it's a job well done.

Experience

Retail/Resale Business Owners (Dan & Janice Olson)

"Olson's Needful Things & Boutique"

20 Apr 09 to Current

- ❖ Provide Customer Service through Daily Interaction with Our Patrons and providing individual counseling for special needs items.
- ❖ Ensure Safety Standards are kept so as to provide a safe shopping environment.
- ❖ Ensure Purchasing is balanced according to demand, local economics and budget.
- ❖ Use Cash Register, applying appropriate department tax key, separating vendor sales from our own.
- ❖ Budgeting Income to appropriate uses to ensure a profit is made
- ❖ Record Keeping, tracking all sales (ours and vendors), sales tax, credit card transactions, deposits, expenditures, lease agreements.
- ❖ Settlements with all vendors monthly according to their sales or insufficient sales, as per agreement.
- ❖ Layaway tracking; ensuring agreements are kept, settled or revoked.

Assisted Living Business Owners (Dan & Janice Olson)

"Olson's Private Home Care"

15 May 08 to 03 Dec 09

- ❖ Provided Housing & Care for Elderly Clients
- ❖ Customer Service/Family Support/Physicians/Therapists
- ❖ Budget Finances and track monthly Settlements
- ❖ Transport Clients to and from medical appointments
- ❖ Setup Advertising

Office Manager-Receptionist

Mar 2001 to Jul 2007

Pepper Source LTD,

- ❖ Managed Uniform Issuing to Departments, coordinated Uniform Cleaning Services.
- ❖ Coordinated In and Outbound Fed Ex Shipments
- ❖ Liaison to Departmental Management and Vendors
- ❖ Coordinated Communications using a Multi Line Telephone System
- ❖ Used Microsoft Software Proficient Using Word, Excel, Power Point and Outlook Programs. Developed Tracking Matrix Using These Programs.