

Karen Fenwick Dean
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OBJECTIVE: Seeking a job that relates to previous work experience.

EXPERIENCE:

2000-2009 I am a Care giver for an elderly woman in Gilmer. I have taken care of her and her husband since 2000. Her husband past away in 2004 while in the hospital. I took them to their doctors' appointments, shopping etc., and I take care of all her finances. She is presently in the nursing home due to Alzheimer's.

2005-2007 Jarman's Liquor
Big Sandy, Texas 75755

Responsibilities included being manager, bookkeeping, payroll, balancing daily receipts, daily money deposits, stocking, placing orders with salesman, paying vendors, inventory, cleaning, cashier, paying bills.

1988-2005 Self-Employed - Co-owner
Fenwick's Custom Painting & Decorating
Big Sandy, Texas 75755

Responsible for answering phones, all bookkeeping, payroll, taxes (941's, Social security, F/W, TWC), deposits, invoices. Ordering supplies and materials. Picking up supplies and materials. Inventory. Hanging wall paper, sanding and painting and cleaning.

1996-2006 Agape House Ministries
Big Sandy, Texas 75755

I was the Executive Director of this Non-profit Food and clothing pantry. Responsibilities included all bookkeeping, sales tax, monthly and quarterly reports, quarterly 941's inventory, payroll, balancing daily receipts, and supervision all volunteers. In charge of the Angel Tree every year and the Christmas party for those children so that they could receive their gifts. Delivered any remain gifts that were left. Delivered food to the elderly. And from 1996 to 2001 I was in charge of the Christmas parade in Big Sandy each year.

1995-1996 Czech Point Restaurant
Big Sandy, Texas 75755

Responsibilities included manager, cook, cashier, money deposits.

1990-1994 Holly Lake Restaurant
Holly Lake Ranch
Hawkins, Texas 75765

Responsibilities included cooking, cakes, catering, cashier, ordering, stocking, cleaning.

1988-1990 Self-employed
Karen's Place Family Restaurant
Hawkins, Texas 75765

I was the owner and I took care of all hiring and firing, cooking, ordering, catering, payroll, taxes, bookkeeping, money deposits, inventory, paying vendors, and picking up supplies.

1984-1986 Two Rivers
Big Sandy, Texas 75755

Responsibilities included cashier, stocking.

1979-1988 Dairy Queen
Big Sandy, Texas 75755

Responsibilities included front help, cashier, cook and manager. Ordering, taking care of the money at the end of the day and cleaning.

References: Personal and professional references available upon request.