

Breanna Kellar

9792 Edmonds Way #171 ♦ Edmonds, WA 98020 ♦ (425) 582-3988 ♦ breanna@breannakellar.com

Objective

(Targeted to whatever job I'm applying for.) A desire to **help people** in some way utilizing the varied skills that I have accumulated over my career.

Profile

I am returning to my preferred career path after a period where I needed more flexibility to care for a family member. Motivated, personable business professional with a variety of business experience and a successful track record of profitable small business ownership. Able to look at situations from different angles to develop solutions. Diplomatic and tactful. I am flexible and versatile. I see one of my best attributes the ability to look at an issue from the point of view of both the business and the client. I am willing to do what is necessary to get the job done.

Professional Experience

TECHNICAL, OFFICE, AND COMPUTER SKILLS

- ♦ Managed all aspects of day-to-day operations and special projects as multi-site manager:
 - ♦ Finances: accounts payable/receivable, invoicing, daily/weekly/monthly reports, budgeting.
 - ♦ Proficient with MS Word, Excel, and PowerPoint, QuickBooks and other software.
 - ♦ Rapidly learned and mastered varied computer programs. Regularly updated software as necessary. Quickly learn most new-to-me software.
- ♦ Provided live and telephone support for tax professionals during tax season.
- ♦ Provided live and telephone support for computer support for multiple locations.

EMPLOYEE TRAINING & SEMINAR INSTRUCTION

- ♦ I have successfully trained staff and managers at a number of levels:
 - ♦ Trained new staff and managers in a management role for various employers.
 - ♦ Served as Leader of continuing education seminars for accounting professionals. Presented to groups of 10 to 200 participants.
 - ♦ Taught an annual 10-week career-training course qualifying participants to take the Oregon's Licensed Tax Preparer Exam. (4 years)

RETAIL AND SERVICE COMPANY MANAGEMENT – MEETING GOALS

- ♦ Emphasized excellent service to encourage repeat business and to increase sales.
- ♦ Consistently met or exceeded financial goals at all companies worked.
- ♦ Consistently increased profit by proper purchasing, and by working with vendors.
- ♦ Motivated employees through effective training and by helping them become part of the solution.
- ♦ Supervised as many as 25 employees at one time in different industries. As many as 10 locations.

Volunteer Opportunities

- ♦ Volunteer on the board of the Washington Gender Alliance. I am currently Treasurer, Events Coordinator, and a Volunteer Facilitator.
- ♦ Perform a variety of tasks at Immanuel Lutheran Church in Seattle.
- ♦ Volunteer liason at Open Door Ministries, a religious group hoping to make churches more welcoming to LGBTQ+ persons and other services to the community.

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Employment History

- ♦ SELF-EMPLOYED DRIVER – Seattle, WA
Owner/Operator of a Taxicab, later with Lyft, June 2011 - Present
- ♦ CASCADIA TRANSIT – Portland, OR
Owner/Operator of a medical transport paratransit business, Sept 2007 -- May 2011
- ♦ JACKSON-HEWITT TAX SERVICE – Portland, OR
General Manager for 10 offices, December 2006 – September 2007 Office Manager with additional multiple-office duties. (Seasonal) January to June, in 2001 – 2004
- ♦ OREGON TAX HELP, INC. – Portland, OR
Owned and operated a tax accounting & bookkeeping office, August 2004 – December 2006 Opened and managed an office with 4 employees, sold business for a profit
- ♦ NORTHWEST TAX SEMINARS – Portland, OR
Seminar Leader – Presented continuing professional education classes for accounting professionals, Seasonally 2002-2006.
- ♦ MID-VALLEY PRESORT – Salem, OR
Special Projects Supervisor, 1998 - July 2000 Managed special projects, developed plans to improve cost and operations efficiency, supervised drivers and production staff at a mail processing center.
- ♦ PIONEER TAX & BOOKKEEPING SERVICE – Astoria, OR
Office services and bookkeeping for a variety of small businesses, 1995 – 1998.
- ♦ H & R BLOCK – Tigard, OR
Tax Return Preparer (Seasonal), 1992 – 1995.
- ♦ FRED MEYER – Beaverton, OR
Customer Service Desk, Cashier, 1991 – 1992.
- ♦ QWIK STOP STORES/B&B OIL COMPANY – Spokane, WA
Convenience Store Manager, 1984 – 1991.

Education History

I have earned five-plus years of college credits, from four different colleges, in a variety of subjects.

PORTLAND STATE UNIVERSITY – PORTLAND, OR

- ♦ **Business Administration/Accounting – September 2002 – August 2004**

PORTLAND COMMUNITY COLLEGE – PORTLAND, OR

- ♦ **Business Admin/General Subjects – Sept 2001 – August 2002; January 1992 – June 1993**

SPOKANE FALLS COMMUNITY COLLEGE – SPOKANE, WA

- ♦ **Radio Broadcasting/Media Studies – September 1983 – June 1984**

WASHINGTON STATE UNIVERSITY – PULLMAN, WA

- ♦ **Communications – September 1982 – June 1983**