

Personal Info



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Anchorage, AK

Kathijo Jolin

I am eagerly seeking to transition back into a high level administrative or executive position where I can apply my extensive experience, leadership skills, and strategic mindset. I am excited to contribute to an organization's growth and success, leveraging my expertise to change, adaptation and growth. I look forward to new challenges. I revel in the completion of successful tasks and look for the remedy and learning lesson in the tasks that were not. I believe I am a strong team player who is self driven to meet or exceed any expectations.

Work Experience

CAREER BREAK FULL TIME PARENTING

2018 - 2023

During this period, I made the conscious decision to stay at home and dedicate myself to raising and nurturing my children. While my focus shifted to family responsibilities, I proactively maintained and enhanced my professional skills through self study, free online courses, volunteer work, and ran my at home daycare for close family and friends. Demonstrated exceptional organizational abilities by managing multiple schedules, coordinating activities, learning activities for all of my preschool aged attendees, all while balancing household responsibilities.

Developed effective communication and negotiating skills while collaborating with various stakeholders, including teachers, doctors, parents of my attendees, and extracurricular activity coordinators.

Maintained a proactive approach to problem solving, adapting to evolving circumstances and implementing creative solutions to address challenges.

Leveraged my time away from the workforce to stay updated on industry trends, advancements, and best practices through conscious learning and professional development opportunities

MANAGER/OWNER, SUN CITY TANNING

2012 - 2018

I recruited, trained, supervised, and appraised staff. Balanced my time managing budgets, maximizing profitability, setting sales goals, including motivating staff establish, maintain, and meet set goals.

Managing statistical and financial records.

Dealing with customer queries, complaints, special needs and requirements.

Overseeing pricing and stock control.

Ensuring compliance with federal health and safety regulations.

Preparing promotional material/displays, social media exposure, company brand, brick and mortar cohesiveness between two locations.

Anchorage School District

2008 - 2012

Discuss and coordinate duties for classroom instructional efforts.

Prepare and assist in instruction of classroom material.

Supervise Students in classroom setting and transfers into other educational settings.

Maintain attendance records.

Ensure compliance of personal training.

Requisition and stock of classroom supplies.

File, type, duplicate student files, classroom materials, and misc office materials.

MEMBERSHIP ADMINISTRATOR, , ANCHORAGE CHAMBER OF COMMERCE

2001 - 2003

Maintain multiple membership databases, maintain inter-office network, first point of contact for business members, Business Development committee liaison, Membership Committee liaison, ATHENA committee liaison, Design publications, Website support, Daily bookkeeping support, Statistical support, Front desk support, Interim communications director, Interim membership director, Interim programs director.

ACCOUNTING CLERK, MUNICIPALITY OF ANCHORAGE

1997 - 2020

Processing utility remittances, One of two employees trained on Saville program for manual processing of remittances, research/balance/deposit utility payments, Extract payments, on OPEX at an average of 1600 per hour, Manually enter payments for ATU utilizing the Saville and DCRIS programs.

Education

A.B.A. Pending, BUSINESS MANAGMENT, CHARTER COLLEGE

SOFTWARE PROFICIENCY

- Microsoft Suite and excel: demonstrated expertise in utilizing Microsoft word for creating , formatting, and editing documents and spreadsheets with a high level of accuracy and attention to detail.

