

P.O. Box 2092  
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## *Karen DeAnn Kaucher*

### Experience

**2009 – Present** PakMail - Sandy Springs, GA

**Store Manager**

Customer Service – Assisted customers in obtaining services/products increasing store sales. Answered customer inquiries, obtained vendor quotes.

Packing/Shipping – Assisted customers with proper selection of packing and shipping services including UPS, FedEx, DHL, and USPS. Certified packing specialist with proper selection of packing materials and containers. Obtained vendor quotes for shipping services including freight quotes and non-standard items.

Administrative – Processed monthly reports for corporate office, sorting/delivery of mail for customer mailboxes. Receiving shipments for customers. Efficiently learned POS system for store operations including cash and credit card systems.

Notary Republic.

**2007-2009** Walgreen's —Cumming, GA.

**Senior Beauty Advisor/Department Manager**

Responsible for Excellent Customer Service, responsible for inventory, departmental reports and merchandising. Cash reports, I also have training in the Pharmacy for Pharmacy-Tech

**2000-2007** JWL Corporation D/B/A Kanis Self Storage- Little Rock, AR

**Resident/Property Manager**

Manage 680 units - facilitate growth & consistently maintain 95% occupancy

Customer Service duties include answering requests from prospective tenants and helping to match unit size with needs and customer retention. Assist with customer deliveries and resolving customer complaints and coordination of tenant eviction.

Administrative duties include all leasing activities including contract preparation, ordering supplies for the office and the property, Accounts receivable via payments by check, cash, and credit cards. Preparing daily bank deposits and preparing and distribute monthly statements/reminders to tenants. Collecting past due accounts including processing and organizing lien sales against tenant's property.

Maintenance duties include daily property inspections and cleaning, obtaining bids for repair/maintenance work and making sure all work is completed on time and satisfactory.

**1992-2000**

Griffin Land & Timber Products, LP, Magnolia, AR

**Office Manager**

Assisted the President with scheduling, travel, and office meetings. Processed payroll for 200 employees. Accounts receivable. Oversee employees' productivity and office maintenance.

1994-1996

Dr. E.L. Mc Donnell, OP      Magnolia, AR

**Office Assistant**

Front Desk office receptionist greeting patients, collections, enter patient data into computer, verification of insurance, scheduling, filing patient records. Conducted preliminary exams for patient. Assisted with optical repairs and orders (glasses, lenses and contacts).

**Computer Skills:**

Self-Storage Software: Win Sen Property, Win Sen Sentinel,  
Microsoft Word, Microsoft Outlook, Peachtree Accounting, experienced in working with the internet and email.

**Education**

1991

Mc Rae, Arkansas High School

1991-1992

Arkansas State University

1993

Southern Arkansas University