

Kate Jahnke

Business Owner/Operator

Hardworking business owner looking for an opportunity to learn new skills and find success. Offers strong administrative, bookkeeping, customer service and problem-solving abilities. Looking to get back into the workforce after staying home to parent my children.

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📍 Blue River, BC

WORK EXPERIENCE

Owner/Administration Deegra Construction Ltd.

06/2010 - Present

Regina Beach, SK

Achievements/Tasks

- Managing day-to-day business operations for a successful construction company
- Reconciling monthly project sales, payables, receivables and payroll in QuickBooks.
- Processing T4's and T5's for employees and company shareholders
- Hiring employees and ensuring proper training/certifications
- Managing budgets and quotes for supplying materials for large projects (farm buildings, airplane hangers, commercial buildings)
- Organizing liability and insurance policies for both the company and vehicles/equipment

Owner/Operator Holy Smoke Inn

07/2021 - Present

Blue River, BC

9 bedroom lodging accommodations, Interior British Columbia

Achievements/Tasks

- Manage weekly and monthly accommodation operations for tenants
- Assess income and expenses for property - budget planning, property upgrades, utilities
- Process all bookkeeping, administration, monthly bank reconciliations and payroll for the company
- Maintain excellent customer service being the main point of contact for tenants, scheduling reservations and responding to customer requests

EDUCATION

Business Administration - not completed Mount Royal University

Calgary, AB

High School Diploma Lumsden High School

Lumsden, SK

SKILLS

Typing proficiency - Word and Excel

Bookkeeping and Reconciliation - Quickbooks

Excellent Customer Service Skills and Relations

Company Operations Oversight

Payroll and Benefits Administration

Closing and Contract Negotiations

Staff Management

INTERESTS

Hiking

Reading

Health & Wellness

Volunteering with my children's school/activities