

Elaine Kohler

2 Rainbow Court

Hilton Head Island, SC 29926

843-298-3354

elaine@sterlingmill.com

SUMMARY OF QUALIFICATIONS

- Small business administrator with more than 20 years experience in sales, accounting, office management, and human resources.
- Outstanding productivity both as a sales associate and as a supervisor.
- Unique combination of expertise in business management, training, sales, and finance.
- Dynamic organizer, consistently motivating others toward company success.
- Microsoft Office and QuickBooks proficient.

RELEVANT ACCOMPLISHMENTS

2003-Present *Sterling Architectural Millwork, Ridgeland, SC*
Comptroller, Office Manager, Human Resource Manager

- Managed A/R, A/P, responsible for company profitability.
- Managed office personnel and day to day operations
- Reported directly to the president of the company.

2001-03 *Classic Eyes, Hilton Head, SC*
Client relations, sales management, product dispensing, and inventory control.

- Coordinated product dispensing with prescribed medical conditions
- Purchased inventory and managed seasonal fashion trend
- Top producing sales person.

1990-01 *The Gap*
Sales Associate, Stock Supervisor

- Merchandised brand name items for point of sale
- Most successful sales associate in two states – NY & SC
- Management trainer for new hires in sales and loss prevention
- Managed inventory flow from stock room to sales floor of seasonal fashion
- Responsible for opening and closing retail stores in both states.

1983-Present *Kohler Enterprises, Inc., Huntington, NY & Ken Do It, Hilton Head, SC*
Comptroller, Administrative and Fiscal Services for General
Commercial and Residential Contractor

- Managed A/R, A/P, responsible for company profitability.
- Managed office personnel and day to day operations.
- Reported directly to the president of the company.

EDUCATION

SUNY at Farmingdale, NY – Business Administration
1982