


Kelly Mundt

Multifaceted



 Grand Haven, MI 49417

 616-502-4169

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Compassionate and versatile professional with a competitive mindset, continuously evolving through insights gained from thoughtfully navigating conflicts while prioritizing the greater good. Proven ability to excel in dynamic environments, leveraging diverse leadership skills to foster growth and drive innovation. Combines proactive strategies with practical experience to deliver impactful solutions that enhance organizational performance and maximize human potential. Committed to creating a collaborative atmosphere that inspires teams to achieve greatness.



Certifications

- CPR/AED Certified
- MHFA Certified



Work history

2025-09 - Current

Assistant Program Coordinator

Momentum Center, Grand Haven & Holland, MI

- Engage with members facilitating a positive space for social and recreational activities related to mental health, wellbeing and disability acknowledgment
- Support in the coordination and execution of scheduled programming at both locations

2023-10 - 2024-08

Purchaser / Wine and Spirit Shop

Kowalski's Markets, Excelsior, MN

- Brand ambassador, celebrated company-wide for higher TPV, award-winning displays and innovative revenue driven strategies
- Wine expert offering sought after guidance
- Curator of extensively researched educational guides
- Reduced procurement costs through strategic sourcing, competitive bidding, and effective negotiations

2021-12 - 2023-10

MOD/ Store Operations

Kowalski's Markets, Excelsior, MN

- Excelled in a uniquely self-driven leadership role in a Civic company as department "floater" including front-end supervisor, deli, produce, pricing/receiving, cashier, wine/spirit shop and independent assignment

2022-02 - 2022-11

PCA (Personal Care Assistant)

MNDHS, Minnetonka, MN

- Offered emotional competence strategies and life skills enhancement to a woman with cognitive impairment

2020-03 - 2021-07

Hospice Patient Caregiver

Family Caregiver, Muskegon, MI

- Live-in guardian procuring medical, physical and mental well-being
- Financial manager with savings exceeding \$150,000

2015-06 - 2020-03

Health and Wellness Consultant

Hall Family Chiropractic, Grand Haven, MI

- Advised chiropractic patients on healthy lifestyle choices
- Instituted, facilitated, maintained and cultivated sales of health and wellness products including supplements and orthotics

2015-04 - 2020-03

Chiropractic Assistant

Hall Family Chiropractic, Grand Haven, MI

- Administrative expert performing duties with hippo compliance
- Handled legal and collection issues with 100% success
- Established protocols and policies facilitating a leaner process
- Nurtured a patient culture of inclusion and personal connection

2011-01 - 2011-06

Retail Consultant-Six Month Contract

Nourish Organic Market and Deli, Grand Rapids, MI

- Saved \$28,000+ in start-up fees (1/4th of total opening costs)
- Expedited a 3-month process into 2 weeks
- Established all distribution accounts
- Created policy and trained staff

2008-01 - 2011-02

Retail Consultant, Three Locations

Health Hutt Inc, Muskegon, MI

- Oversaw all 3 locations weekly operations
- Wrote and implemented an employee handbook

2005-01 - 2008-02

General Manager

Health Hutt Inc, Grand Haven, MI

- Strategically purchased from 100+ vendors
- Assumed all corporate purchasing and distribution
- Increased gross annual sales in 2007 by \$70,000, up from \$20,000
- Succeeded in profitability, a first for the company
- Created and implemented a marketing plan



Education

Bachelor of Sociology

Grand Valley State University - Allendale, MI

Pre-Med Studies

Grand Rapids Community College - Grand Rapids, MI

Traditional Chinese Medicine

San Francisco Community College



Websites, Portfolios, Profiles

- www.linkedin.com/in/petuniasapothecary



Skills

- HR operational efficiency
- Cultivating strong partnerships
- Volunteer Activism
- Training and mentoring
- Diversity and inclusion