



PRIYA ACHAR

Business Owner

Solo founder of a residential cleaning company serving the Boise metro. Two years in, four part-time cleaners on payroll, and a steady book of 60+ recurring clients. Comfortable doing the work myself when needed, plus the quoting, scheduling, and invoicing.

CONTACT INFORMATION

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-  Boise, ID 12345

KEY SKILLS

- Client quoting and pricing
- Recurring service scheduling (Jobber)
- QuickBooks bookkeeping and invoicing
- Hiring, onboarding, and W-2 payroll
- Quality control and job audits
- Google Business Profile and local SEO
- Referral program design
- Stripe and card payment processing
- Route planning and crew dispatch
- Customer retention and complaint resolution
- Cleaning product and supply purchasing
- Cash flow forecasting for small business

PROFESSIONAL EXPERIENCE

Owner | Clearwater Home Cleaning, Boise, ID
2023 - Present

- Built recurring client base to 63 households (biweekly and monthly plans) generating around \$148K in trailing 12-month revenue.
- Hired four part-time cleaners as W-2 employees; wrote the training checklist, pay scale, and quality rubric used on every job.
- Set up the business end-to-end: LLC formation, EIN, general liability and bond, QuickBooks, Jobber for scheduling, and Stripe for card payments.
- Run all marketing in-house, Google Business Profile, Nextdoor, and a small referral credit; about 70% of new clients arrive through referrals.

Office Manager | Sagebrush Dental Group, Meridian, ID
2019 - 2023

- Oversaw billing, scheduling, and a team of three front-desk staff at a two-dentist practice.
- Handled insurance claims, A/R follow-up, and payroll prep for an outside CPA.
- Left to start own company after saving roughly 18 months of operating runway.

EDUCATION

B.A. in Business Administration, Boise State University, 2015

IICRC House Cleaning Technician Certification, 2023

Idaho Business License and Bonded/Insured (Liability + Janitorial Bond)