

# **DEBORAH GIOVINGO-SHEFFIELD**

Lakewood, Colorado 80227

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## **PROFESSIONAL SUMMARY**

Organized Office Manager and Administration Professional experienced optimizing productivity, efficiency, and service quality across various environments. Highly dependable, ethical, and reliable support specialist and leader that blends advanced organizational, technical, and business acumen. Works successfully with cross functional teams in ensuring operational and service excellence. Prioritize projects and multitask beneficially to achieve project goals. Effective leader and problem-solver dedicated to streamlining operations to decrease costs and promote organization efficiency.

## **SKILLS**

Intuit QuickBooks - Payroll Administration - Excel Spreadsheet - Employee Motivation  
Staff Training - Office Supplies and Inventory - Policy and Procedure Modification  
Monday.com - Catering Support - Friendly and Relatable

## **WORK HISTORY**

02/2022-12/2022 Office Manager

Imhoff Painting Company - Englewood, CO

- Assisted owner with interviewing potential employees
- Supervised and guided new employees to help understand job responsibilities
- Coached employees through day-to-day work and complex problems
- Maintained computer and physical filing systems
- Oversaw office and warehouse inventory
- Communicated corporate objectives across divisions through regular correspondence
- Assisted with Bi-weekly payroll for employees
- Provided backup to front desk to assist with various tasks
- Performed billing and collections for office generating over 1.5m annually

12/2013-02/2022 Department Manager  
Restaurant Depot - Denver, CO

- Managed inventory and receiving operations to maintain optimal stock levels and meet expected demands
- Work actively to create daily and weekly sales plans based on weekly sales trends
- Motivated associates to consistently deliver effective selling behaviors
- Coached sales associated in product specifications, sales incentives and selling techniques, significantly increasing customer satisfaction ratings
- Partnered with merchandising team to plan and execute floor moves, merchandise placement and overall sales set-up
- Devised processes to boost long-term business success and increase profit levels
- Assisted other departments when necessary

02/2009-12/2013 Owner/Operator  
Paradise Cove – Lakewood, CO

- Managed day-to-day business operations
- Consulted with customers to assess needs and propose optimal solutions
- Trained and motivated employees to perform daily business functions
- Enhanced operational efficiency and productivity by managing budgets, accounts, and costs
- Recruited, hired, and trained personal
- Remained up to date on current trends and attended industry trade shows and markets to view and order inventory
- Assessed supplier quality to maintain tight cost controls and maximize operational performance

## **EDUCATION**

Associate of Science: Psychology  
Los Angeles City College  
Los Angeles, CA

Certificate: Hotel and Restaurant Management  
American College  
Los Angeles, CA