

Debra A. Davel

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Career Overview

Accomplished Executive Assistant with 25 years of experience in office administration and corporate paralegal support. Key strengths include strong organizational and communication skills coupled with the adaptability and attention to detail necessary to prioritize a broad array of diverse and detailed projects. Proactive, results-driven professional with a strong work ethic and professional demeanor. Refined analytical and time-management skills are key to the effective prioritization of time-sensitive projects with meticulous follow-through.

Qualification Summary

- Consummate professional dedicated to making the lives of busy executives easier. Serve as effective gatekeeper; prepare well-researched and accurate documents; manage busy multi-level calendars and efficiently handle daily office tasks.
- Proficient in Microsoft Office Suite (Word, Outlook, Excel, PowerPoint), and QuickBooks.
- Recognized as a key employee four out of eight years in Global Payments' "Circle of Excellence" Program. Employees were nominated based on contributions, continuous hard work, and "can do" attitudes.

Professional Experience

Spizzirri Law – Atlanta, GA

8/2022 – Present

Paralegal Manager

- Support the Chief Executive Officer and Chief Operating Officer in the legal and administrative operations of a fast-paced law firm including scheduling, calendar management, document preparation, and file management.
- Ensure the efficiency, quality and smooth operation of the paralegal team and foster a collaborative corporate environment through effective communication. Support general office operations and assist with special projects as assigned.
- Responsible for the formation of new LLC partnerships in the state of Georgia and the maintenance of corporate filings including the preparation of Operating Agreements, obtaining Employee Identification Numbers, and the filing of annual reports.
- Work with IRS Revenue Agents and other third-party providers to obtain and submit all documentation required for entities under audit. Submit Engagement Letters, Powers of Attorney, business address changes, BBA audit documentation, and other IRS forms as needed. Perform independent research and assist attorneys in the compilation of materials required to respond to Information Document Requests. Independently compose IDR responses for attorney review.
- Populate and oversee document uploads to Microsoft Teams and SharePoint databases.
- Utilize legal research databases to find case law, statutes, and other relevant legal information
- Draft, proofread, and format correspondence, legal documents and reports.

National Benefits Programs (dba Savify) – Atlanta, GA

3/2013 – 8/2022

Executive Assistant (Part Time)

- Managed the setup and subsequent monthly billing of all NBP clients utilizing QuickBooks. Maintained strong working relationships and open communication with clients, effecting changes to the clients' databases to ensure the accuracy of the billing cycle. Initiated ACH draws for specific clients.
- Initiated and managed monthly email marketing campaigns, utilizing a proprietary software package.
- Interacted with clients and conducted database audits to ensure the accuracy and integrity of information reflected within Client portals.

Bluestone Payments – Peachtree City, GA

11/2011 – 12/2017

Executive Assistant (Part Time)

- Supported the President in the day-to-day business operations of a fast-paced, customer-focused environment in which an exceptional customer-service attitude was critical. Interfaced with customers, business partners, and prospective clients in a continuous effort to improve office efficiency and enhance customer satisfaction.

Global Payments, Inc. – Atlanta, GA

5/2000 – 4/2009

Senior Executive Assistant

- Provided administrative and business support to the CEO and CFO of an international processing company. Organized workflow by reviewing and prioritizing correspondence and redirecting it to the appropriate management team members. Acted as a liaison to the organization, actively seeking information from business unit leaders or subject matter experts.

- Prepared both sensitive and routine correspondence from the executive's drafts or verbal instructions; prepared and processed a variety of internal and external forms, requisitions, purchase orders, etc.
- Coordinated extensive domestic and international travel arrangements, working with travel partners and clients to facilitate change in travel itineraries and logistics. Planned and scheduled meeting and teleconferences. Prepared and monitored expense reports to ensure the accuracy of currency exchange rates.
- Proactively prepared and distributed presentations, support materials, and other items required to accomplish daily activities or coordinate significant events such as Board of Directors meetings or senior leadership team meetings.
- Initiated a business case and performed a financial analysis to support the purchase of a customized database identifying opportunities to enhance Global Payments' revenue stream.

Manager, Presentations and Business Proposals

- Developed policies and procedures outlining the newly developed proposal database. Created a template of Global Payments' business overview and functions to be utilized as an online sales tool.
- Identified subject-matter experts in a team approach designed to populate, maintain, and update the customized RFP database response package.
- Completed comprehensive Requests for Proposals, resulting in significant incremental revenue.

Manager, Internal Sales Administration – Third Party Acquiring Sales

- Completed all monthly and year-to-date sales reporting functions inclusive of results vs. budget. Performed financial analysis and reforecasting for the TPA sales effort. Provided support and analysis to the TPA sales team, inclusive of generating reports and graphs, tracking performance over a three-year period.
- Monitored the operating budget for TPA Sales to ensure accurate reconciliation of accounts, tracking actual to budget.
- Represented Global Payments as the point-of-contact for all organizations interested in pursuing a third-party processing relationship.

Charter Behavioral Health Systems – Roswell, GA

12/1998 – 5/2000

Senior Executive Assistant

- Provided support to the President and CEO of the Nation's largest investor-owned behavioral health system working collaboratively within a complex organizational structure.
- Maintained all corporate Board materials and prepared records for upcoming meetings. Tracked corporate resolutions, attended Board meetings and generated up-to-date Board minutes.
- Oversaw a staff of four administrative assistants. Assumed responsibility for communication issues, mailroom and receptionist relief schedules, system functionality and upgrades, training issues, and policies and procedures.
- Established positive rapport with customers, helping to resolve problems and seeking ways to ensure customer satisfaction with both internal and external customers. Provided a communication link with the families of mental-health patients during a very difficult period of corporate downsizing.

Inacom Information Systems – Atlanta, GA

8/1988 – 7/1998

Senior Executive Assistant

- Provided administrative support to the CEO and President as well as the South-Central Vice President.
- Assumed responsibility for the design and floor planning congruent with the relocation of the corporate office. Developed a relationship with a vendor selling refurbished soft office panels and accessories. This initiative saved Inacom more than \$100,000.
- Generated monthly sales and margin detail; gathered and compiled financial reporting information in a timely manner. Initiated a regional recognition program based upon performance criteria. Worked with outside vendors to provide funding for recognition awards and published monthly results.
- Assumed fiduciary responsibility for the solicitation of vendor funding to sponsor corporate events and meetings. Responsible for completion of all analytical documentation required to file all associated expenses for reimbursement.
- Coordinated all intercompany meetings and catered luncheons, providing hospitality to all company guests. Negotiated all elements for corporate meetings including hotel negotiations, menu planning, and audio-visual requirements.

Educational Background

Spencerian Business College – Milwaukee, WI

MATC & Concordia College

Associate degree