Debra “Debbie” Davel

PARALEGAL MANAGER

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Marietta, GA



Areas of Expertise

Executive and Paralegal Support
Calendar and Document Management
Corporate Filings and LLC Formation
IRS and Regulatory Correspondence
Legal Research
Office Administration
QuickBooks and Client Billing
Team Leadership
Correspondence and Report Drafting

PROFESSIONAL PROFILE

Debra “Debbie” Davel serves as Paralegal Manager at Spizzirri Law, LLC, bringing more than twenty-five years of experience in office administration and corporate paralegal support to the firm. An accomplished executive assistant with a proven record of managing busy multi-level calendars, preparing well-researched and accurate documents, and serving as an effective gatekeeper for senior executives, Debbie combines strong organizational and communication skills with the adaptability and attention to detail necessary to prioritize a broad array of diverse and detailed projects.

Debbie's career spans more than two decades of executive-level administrative support, including senior roles with Global Payments, Inc., Charter Behavioral Health Systems, and Inacom Information Systems. At Spizzirri Law, she supports the Chief Executive Officer and Chief Operating Officer in the firm's legal and administrative operations, oversees the formation of new LLC partnerships and maintenance of corporate filings, and works directly with IRS Revenue Agents and third-party providers on documentation required for entities under audit. She ensures the efficiency and quality of the paralegal team's work while fostering a collaborative corporate environment. Debbie was recognized as a key employee four of eight years in Global Payments' “Circle of Excellence” Program.

25 +	6	4x	A.A.
Years of Experience	Employers Served	Circle of Excellence	Degree

Professional Background

Career Overview

Debra “Debbie” Davel serves as Paralegal Manager at Spizzirri Law, LLC, bringing more than twenty-five years of experience in office administration and corporate paralegal support to the firm. An accomplished executive assistant with a proven record of managing busy multi-level calendars, preparing well-researched and accurate documents, and serving as an effective gatekeeper for senior executives, Debbie combines strong organizational and communication skills with the adaptability and attention to detail necessary to prioritize a broad array of diverse and detailed projects.

Core Skills

- Executive and Paralegal Support
- Calendar and Document Management
- Corporate Filings and LLC Formation
- IRS and Regulatory Correspondence
- Legal Research
- Office Administration
- QuickBooks and Client Billing
- Team Leadership
- Correspondence and Report Drafting

Education

A.A. — Spencerian Business College, Milwaukee, Wisconsin; MATC and Concordia College

Professional Experience

Spizzirri Law, LLC | Aug. 2022 – Present
Paralegal Manager | Atlanta, Georgia

- 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 Employer 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) | Mar. 2013 – Aug. 2022
Executive Assistant (Part Time) | Atlanta, Georgia

- 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 client databases to ensure billing accuracy; 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 | Nov. 2011 – Dec. 2017
Executive Assistant (Part Time) | Peachtree City, Georgia

- 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 to improve office efficiency and enhance customer satisfaction.

Global Payments, Inc. | May 2000 – Apr. 2009
Senior Executive Assistant; Manager, Presentations and Business Proposals; Manager, Internal Sales Administration | Atlanta, Georgia

- 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 appropriate management team members, and served as a liaison to the organization.
- Prepared sensitive and routine correspondence from executives' drafts or verbal instructions, and prepared and processed a variety of internal and external forms, requisitions, and purchase orders.
- Coordinated extensive domestic and international travel arrangements, planned and scheduled meetings and teleconferences, and prepared and monitored expense reports to ensure 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 revenue.
- Developed policies and procedures outlining a newly developed proposal database, and created a template of the company's business overview and functions for use as an online sales tool.
- Identified subject-matter experts in a team approach designed to populate, maintain, and update a customized RFP database response package, completing comprehensive Requests for Proposals that resulted in significant incremental revenue.
- Completed all monthly and year-to-date sales reporting functions, including results versus budget; performed financial analysis and reforecasting, and monitored the operating budget for third-party acquiring sales to ensure accurate reconciliation of accounts.
- Represented the company as the point of contact for all organizations interested in pursuing a third-party processing relationship.

Charter Behavioral Health Systems | Dec. 1998 – May 2000
Senior Executive Assistant | Roswell, Georgia

- 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, assuming 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 ensure satisfaction, and provided a communication link with the families of mental-health patients during a difficult period of corporate downsizing.

Inacom Information Systems | Aug. 1988 – Jul. 1998
Senior Executive Assistant | Atlanta, Georgia

- Provided administrative support to the CEO and President as well as the South-Central Vice President.
- Assumed responsibility for the design and floor planning of a corporate office relocation, developing a vendor relationship that saved the company more than $100,000.
- Generated monthly sales and margin detail and compiled financial reporting information; initiated a regional recognition program based on performance criteria, working with outside vendors to provide funding for recognition awards.
- Assumed fiduciary responsibility for the solicitation of vendor funding to sponsor corporate events and meetings, and completed all analytical documentation required to file associated expenses for reimbursement.
- Coordinated all intercompany meetings and catered luncheons, negotiating all elements for corporate meetings including hotel negotiations, menu planning, and audio-visual requirements.