

Personal Resume of Debbie Lynn Thompson-Scott  
Business Manager, Project Manager, HR with 20+ Years' experience  
Managing 20+ Employees

**Contact:**

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**Objective:**

Want to work in an environment that allows me to grow professionally and personally. Have an extensive amount of knowledge and education that I feel can be an asset to any organization that accepts me.

**Skills Summary:**

**Bar Manager:**

Manage daily bar operations, maintain inventory, maintain cost of goods, implement new procedures and policies, vendor relationships, organize events, uphold certifications, follow liquor guidelines.

**Contractor:**

Client communications, company policies, insurance policies, ensure proper documentation.

**Controller:**

Manage cash transactions, transfers, deposits, reconciliation, vendor payments, employee payroll, accounts receivable, accounts payable, vendor accounts, employee files, vendor credits, vendor debits, monthly city taxes, monthly state taxes, HR legal issues, employee benefits, Arizona HR guidelines, hiring, firing, employee documentation, employee discipline, employee reports, e employee tracking.

**Project Manager:**

Manage jobs from start to finish, maintain project timelines, project goals, ensure profitability, code job expenses, assist with city licenses, assist with city water set-up and issues, manage equipment onsite, equipment down time, meet with clients, meet with vendors, maintain vendor accuracy, maintain vendor pricing, change orders, contracts, job coding, job phasing, job costing, Haz Mat regulations, Air Quality maintenance, training, job set up.

**Project Manager Assistant:**

Contract change order completion, invoice management, security maintenance for airport jobs, vendor relations, accounts payable, insurance certification, project phasing, job costing, job coding, Haz Mat procedures, Has Mat regulations, training for Project Managers, training for software applications.

**IT Contractor:**

Network, hardware, management, network maintenance, system security functions.

**Administrative Assistant:**

Accounts payable, job costing, budget management, company file maintenance, profit centers.

**Education:**

AGS, BS, MBA, MM

## **Experience:**

2010 to Present

Bar Manager for Let it Roll Bowl & Entertainment

- Customer Service
- Liquor Compliance
- Cost of Goods
- Organize Events
- Maintain Inventory
- Vendor Relations
- Buying New Products
- Cost of Goods
- Daily Budgets
- New Procedures
- New Ideas to boost revenue

2010 to 2011

Contractor for Dental 2 U

- Meet with Clients
- Complete Enrollment Packages
- Maintain Communication with Clients

2005 to 2010 - Controller/Project Manager

Earth Movers of Arizona, Inc.

- Control all money functions
- Managed all cash functions via bank accounts – including transfers/deposits
- Reconciled bank accounts monthly
- Managed A/R & A/P
- Maintained vendor accounts and insurance requirements
- Collaborated with vendors for credits and discounts
- Completed Monthly City and State Taxes
- Managed HR Functions including payroll
- Enforced HR legal issues
- Tracked Employee Benefits
- Met and upheld Arizona HR Guidelines
- Managing jobs from start to finish
- Ensure profitability
- Process weekly payroll
- Process and cost code invoices
- Assist with city licenses and water issues
- Meet with clients and vendors
- Managed equipment onsite, down days, credits
- Job Costing
- Job Phasing
- Job Coding

2004 to 2005 - Project Manager Assistant

C.S. & W. Contractors, Inc.

- Contract, Change Order, and invoice management
- Security Maintenance for Airport Jobs
- Vendor relations regarding accounts payable
- Insurance Certificate Management
- Project Phasing and Job Costing
- Maintenance of Procedure and Haz Mat books
- Creating new training procedures for Project Managers
- Trainer for software applications

- Back-up IT Support
- Administrative support for Vice President and Project Managers

**Education:**

- University of Phoenix, Doctoral Degree of Organizational Management with Emphasis on Leadership - Graduation Pending
- University of Phoenix, Master of Management and Master of Business Administration
- University of Phoenix, Bachelor of Information Technology
- Glendale Community College, Associate of General Studies

**Hobbies:**

- Founder of Take Out 10 for Cancer – Yearly Cancer Bowling Event
  - 6<sup>th</sup> Year in Existence
  - Raised over \$32K
  - Sponsor Relationships
- League Secretary – Vegas Rollers
  - Started league 10 years ago
  - Maintain League
  - Maintain League Operations and money
  - Sponsor Relationships

**Preferred Location:**

Metropolitan Phoenix but would relocate with the right opportunity.

Resume Effective Date: July 2019

If you are viewing this resume after June 2020, please contact me for the newest version.