

STEPHANIE DENNEHY

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As a highly competent and detail-oriented professional with extensive experience in management and administration, I have consistently achieved outstanding results. I am a dependable and dedicated self-starter who sets an example for others with a strong work ethic. I am also a team player with exceptional communication, organizational, and analytical skills.

- CORE COMPETENCIES -

Operations Management | Administrative Support | Event Planning and Logistics | Database Management | Research | Project Management | Project Life Cycle | Risk Management | Task Estimation | Procurement | Meeting Planning | Client Relations | Records Management | Project Planning | Problem Solving | Calendar Management | Team Building and Leadership | Staff Coaching | Microsoft Office Suite | QuickBooks | G Suite | Wordpress | Squarespace | Shopify | Webflow | Wix | Email Marketing | HTML | CSS | Javascript

- PROFESSIONAL EXPERIENCE -

TECH FLEET

Mar 2023 - present

Project Coordinator

Help onboard new clients and projects, as well as continuing phases from incubated clients. Facilitate conversations and organize documents for smooth projects. Handle administrative tasks to ensure teams have the tools they need to succeed.

- Meet with clients and recommend next steps based on current project state and goals
- Edit content such as client work agreement, job descriptions, and applications
- Create project timeline and scope of work
- Create cross-functional teams to complete work sprints
- Act as a leader and mentor for any challenges that arise with the team to help solve problems
- Currently managing 4 active projects

FREELANCE

Jan 2019 - present

Product Design | Web Design

Responsible for creating sketches, wireframes, and prototypes, collaborating with cross-functional teams, staying up-to-date with industry trends and best practices, conducting research and usability testing, and communicating design decisions and progress to stakeholders and team members. Using design tools and software to create high-quality designs and assets and work closely with developers to ensure that designs are implemented correctly and meet user needs and technical requirements.

- Use design tools and software, such as Sketch, Figma, or Adobe Creative Suite, to create high-quality designs and assets
- Manage design projects from conception to launch, ensuring that milestones are met and deadlines are achieved within client budget
- Client work has included app design, ecommerce websites, education website, and dog breeder website

A CLOSER LOOK, Norcross, Georgia

Nov 2017 – Apr 2019

Scheduler and Team Leader

Mystery shop scheduler responsible for assigning visits to shoppers, ensuring each one meets event specific criteria. Coach shoppers to ensure timely reports and correctly completed assignments. Recruitment of new

shoppers in assigned areas. Team Leader provides coaching and assistance to other team members to make sure each individual and the team as a whole met goals for each month.

- Recruited 30 new shoppers in hard to schedule area to make filling assignments easier
- Achieved bonus spend goal of \$1.00 or less per month to achieve monthly bonus
- As team leader, supervised a group of 4-5 other staff members to help meet goals and answer questions
- Helped team achieve monthly goals for 4 consecutive months

ETHICA HEALTHCARE
Food Service Manager

Mar 2012 – Apr 2014

Responsible for all foodservice operations, including hiring and training staff, ordering and inventory control, and patient interaction. Ensured the department meets all local health department guidelines as well as all state regulations for healthcare foodservice. Met with all patients to find meal preferences and ensured we were providing the correct diet. Responsible for clinical documentation in patient charts regarding nutrition and weight loss. Worked with dietitians to determine patients at risk for malnutrition and adjust dietary needs as necessary.

- Received Ethica silver award for foodservice operations after 1st year
- Completed 2 state surveys for 2 different facilities with no deficiencies in my department
- Selected to open new building and set up new food service department
- Maintained 97% patient satisfaction rating for food service

DARDEN RESTAURANTS
Sales Manager, Olive Garden

Sept 2002 – Apr 2012

Held responsibility for procurement and receipt of all alcohol and control inventory of all alcoholic beverages. Enforced compliance with all food safety and quality standards, while controlling waste. Ensured excellent dining experience and built relationships with guests to increase repeat business and drive sales. Managed cash and daily deposits, and reviewed financial reports for accuracy. Scheduled, supervised, and evaluated crew members. Trained, developed, and mentored crew members. Special projects included gathering regional information for company newsletter and setting up volunteer/donation efforts in the community.

- Held lowest alcohol-cost average in nine-restaurant region for 3 consecutive months
- Held the lowest food waste costs for 4 consecutive months as a culinary manager
- Reduced alcohol waste by 20% to exceed company goal in this area
- As a top 10% employee, I was selected to be a trainer for new restaurant openings
- Nominated by regional manager and selected by senior VP to study at company's culinary institute in Italy

- EDUCATION -

Master of Public Administration (Business Concentration) – Jacksonville State University, Jacksonville, AL

Bachelor of Arts, Music (Finance Minor) – Jacksonville State University, Jacksonville, AL

Project Management Certification – Google (through Coursera), 2023

Product Design Certification – Dribbble, 2022

- VOLUNTEER ROLES -

Band Booster Treasurer – Whitewater HS Band 2022-2023

Coordinator, Fayette County Marching Band Exhibition – Whitewater HS, Sept 2022

Product Strategy Lead - Kadena BlockChain Project, Phase 2 - Tech Fleet Mar-May 2023