

Deanna R. Wooten

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EDUCATION

Teaching Graduate Certificate Program

Jacksonville University, Jacksonville, FL

September 2008- May 2009

Bachelor of the Arts in English

Minor in Communications

Jacksonville University, Jacksonville, FL

Cum Laude

1993

WORK EXPERIENCE

Co-Owner and Operator

Safe Harbor Seafood Management, Crescent Beach, FL

The Marina Restaurant, Inc., Mayport, FL

King Neptune Inc., Sliders Oyster Bar, Neptune Beach, FL

November 2020- Present

January 2012- Present

October 2017- Present

- Facilitate Human Resources tasks for 4 sister businesses
- Oversee employee maintenance for over 100+ employees including hiring, payroll services, and benefit processes
- Balance accounting for over \$10,000 in daily sales
- Ensure insurance needs are met for businesses and 100+ employees receive benefits
- Engage in 6 social media platforms to ensure customer service and experience is satisfactory

Co-Owner

CW Seafood Sales, Mayport, FL

2000-2012

- Oversaw Accounts Payable and Accounts Receivable ensuring all money was properly allocated and balance sheets were even
- Processed payroll by performing accurate data entry and timely distribution of paychecks

Owner

Bolt Aerobics & Fitness, Jacksonville, FL

September 1993- October 1996

- Instructed 150+ patrons in personal training by teaching fitness classes and engaging in discourse surrounding fitness goals
- Oversaw employee operations for 25+ employees such as Human Resources, payroll, scheduling, and benefits
- Personally trained new instructors in the field of fitness technique and HR

SKILLS

Technology Skills: QuickBooks software, Microsoft Word, Social Media Communication

English Language Skills: Grammar, Editing, Vocabulary, Writing

Intrapersonal Skills