

# DDIE KIMBROUGH

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## Professional Summary

Hardworking and reliable person focused on going above and beyond to support the team and the customers. Trained in Management and offering top-notch leadership abilities. Motivated to continue to learn and grow as a professional.

Expert in with years of related experience and advanced skills. Always looking for ways to improve productivity and customer satisfaction with exceptional service. Maintain well-organized and presentable work areas at all times.

Expert in Management with years of related experience and advanced business skills. Always looking for ways to improve productivity and customer satisfaction with exceptional service. Maintain well-organized and presentable work areas at all times.

Hardworking and reliable person focused on going above and beyond to support the team and the customers. Trained in business and offering top-notch people abilities. Motivated to continue to learn and grow as a reliable professional.

## Skills

Typing 35wpm, bookkeeping, leadership, filing, speaking, phones, organization and computers

## Experience

### Administrations

Jan 2009 - Mar 2010

City of New Haven - New Haven, CT - Connecticut

Delivered expert administrative support each day, including processing all of the paperwork, appointment requests and payments coming through a busy [Type] office.

### Manager

Jan 2002 - May 2007

City of New Haven - North Haven, CT - Connecticut

Managed the performance of team members, conducted performance appraisals, and managed promotion recommendations.

Improved customer satisfaction and loyalty by building an atmosphere focused on positive, memorable experiences.

### Manager

Jul 1997 - Apr 2001

City of New Haven - Hamden, CT - Connecticut

Reviewed the incoming orders and assigned work to the [Job title]s to maintain a demanding schedule.

Consulted with customers to understand their desires and suggest the best products to meet their needs.

## Education

State of Arts : Business

May 1974

Ellen G. White College - Kittrell, North Carolina

School Diploma : Basic

Jun 1972

City of New Haven - NEW HAVEN, CONNECTICUT (CT)

## Community Service

Member of New Haven 2020 Census Complete Count Committee. 2020 - present New Haven Land Force Committee. 2020 - present. Co-Chair Newhallville management Team. 2019 Captain of West Street Blockwatch. 2017-present Read to patients at West Haven Veterans Administration. 2012