

# JEFF WARRENBURG

Lakeport, CA 95453

925.381.0359

Jeffery925@gmail.com

## CAREER SUMMARY

### MANAGER | LEADERSHIP | BUSINESS OWNER | ENTREPRENEUR

Professional in the small business industry for over 25 years with significant experience in business and employee management. Flexible and dynamic problem solver with exceptional leadership and organizational skills. Skilled at managing multi-faceted business structures.

#### AREAS OF EXPERTISE

- Supervisor | Leadership
- Business Owner | Manager
- Excellent Verbal Communication
- Marketing | Promotions
- Finance Management
- Customer Service
- Event Coordinator
- Strong Personal Ethics
- Self-Starter | Team Player

## PROFESSIONAL EXPERIENCE

### Paradise Skate Roller Rink, Inc. | Antioch, CA      OWNER | GENERAL MANAGER      2008 – Current

- Owner and general manager responsible for hiring, training, and scheduling staff of 30.
- Strategically control business finances to include accounts payables and receivables, marketing, promotions, and advertising to maintain and grow the business model.
- Adhered to strict federal, state, and local business laws and regulations. Maintain all health and safety codes.
- Oversee various quality assurance and maintenance projects for property and equipment.

### Skylark Shores Resort | Lakeport, CA      GENERAL MANAGER      2020 – Aug 2022

- Manage budget to maximize profit margins while overseeing guest satisfaction and quality of services.
- Lead sales and marketing efforts publicizing the resort's services and amenities.
- Establish resort's guidelines keeping in line with reputation for quality by inspecting rooms, public areas, and the surrounding grounds for cleanliness and upkeep.
- Interview, hire, and train resort operations staff to ensure that all departments meet resorts mission.

### Golf & Games Family Fun Center | Antioch, CA      OWNER | GENERAL MANAGER      2004 – 2010

- Performed day-to-day business operations to include finances, work schedules and business marketing, promotions, and advertising campaigns.
- Managed, supervised and scheduled 14 employees, to include hiring, laying off and training staff.
- Provided excellent customer service to customers by training all departments within the center on service.
- Maintained game equipment and property maintenance guidelines for teams.

### Pixieland Amusement Park | Concord, CA      OWNER | GENERAL MANAGER      1999 – 2006

- Successfully managed day-to-day operations as general manager and owner, managing a staff of 20.
- Established budgets, maintained business finances, and created sales and marketing campaigns.
- Adhered to strict federal, state, and local business laws and regulations.
- Performed and trained teams for various maintenance on equipment and general grounds keeping.

## EDUCATION | CERTIFICATIONS | PUBLIC SERVICE | AWARDS

CHABOT COLLEGE | GENERAL EDUCATION COURSES | HAYWARD, CA

FORKLIFT DRIVER - CERTIFIED | CPR & FIRST AID – CERTIFIED

CERTIFICATE FOR PUBLIC SERVICE ETHICS EDUCATION

CERTIFICATE FOR HARASSMENT PREVENTION TRAINING

ROTARY CLUB | MEMBER | LAKE COUNTY, CA | 1999 - PRESENT

LAKE COUNTY FAIR FOUNDATION | BOARD MEMBER | 2019 - 2022

LAKE COUNTY CHAMBER OF COMMERCE | BOARD MEMBER | 2019 - 2022

LAKEPORT PLANNING COMMISSION | 2020 - 2022

BUSINESS OF THE YEAR AWARD | ANTIOCH CHAMBER OF COMMERCE | ANTIOCH, CA | 2010

BUSINESS OF THE YEAR AWARD | LAKEPORT CHAMBER OF COMMERCE | LAKEPORT, CA | 2019