

## **CURRICULUM VITAE**

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**OBJECTIVE:** Position with Fleet Feet Sports

### **CAREER SUMMARY:**

Highly motivated professional with knowledge of customer/client service making customers feel welcome while staying disciplined and focused on objectives. A team player that anticipates individual needs and provides appropriate solutions drawing on past experience in sales and service to handle current issues and problems.

### **PROFESSIONAL EXPERIENCE:**

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|----------------------|---|
| 3/2008 to<br>Present | Office Manager<br>Tiburon Physical Therapy Center, Tiburon CA<br>Responsible for client reception, maintain all client schedules for clients' continuing care. Manage insurance verification and coordination of benefits, maintaining client confidentiality and all HIPPA laws. Manage payables/receivables. Detail oriented and perform all tasks required.  |
| 3/2007 to<br>3/2008  | Shift Supervisor<br>Starbucks Corp., San Rafael CA<br>Quickly promoted to shift manager responsible for all retail store operations. Assisted store manager and delegated tasks to retail staff. Aided in providing partner training with positive and respectful coaching. Communicated recommendations to improve store performance and productivity. Managed day-to-day administrative/operation duties. |
| 6/2001 to<br>2/2002  | Office manager<br>Wilson Building and Remodeling, Mill Valley CA<br>Responsible for client contact and co-coordinating construction between general and sub-contractors. Managed the flow of payables and receivables. Conducted administrative functions to ensure that contracts were fulfilled as agreed.  |
| 4/1997 to<br>5/2001  | Assistant to Marketing Director<br>Water Pik Tech Inc., Petaluma CA<br>Responsible for co-coordinating incentive programs offered to sales distributors throughout North America. Performed administrative assignments ensuring that vendors were furnished acquired resources. Created warranty database. Took minutes for department meetings and managed all details for meetings at special events.     |