

Roberta A. Moyer

MY EXPERTISE

- project management
- event management
- arts management
- marketing/development
- volunteer coordination
- contract negotiation
- client presentations
- report generation
- database management
- fulfillment/inventory control



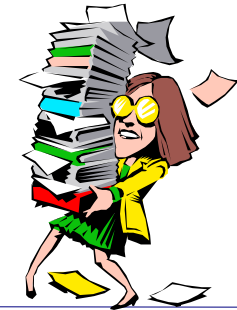
610-217-0850

robertamoyer@verizon.net

Roberta A. Moyer
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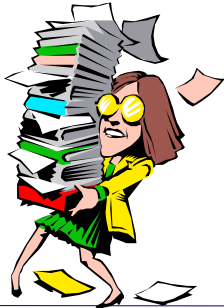
*In Search of a
Virtual or On-Site
Administrative
Position*



Professional ~ Creative
Efficient ~ Experienced

*For Hire on a Contract, Temp,
or Permanent Basis*

Roberta A. Moyer



**Administrative,
marketing/publicity
& event production
experience in corporate &
non-profit environments.**

Specializing in:
Excel Spreadsheets
Word Tables
PowerPoint Presentations
Visio Flowcharts
Desktop Publishing
Theatrical Production
Outlook — Internet Explorer

M.A. Theatre
University of South Dakota

B.A. Theatre/History
Muhlenberg College

LOOK NO FURTHER ...

If the qualities your company value are creativity, organization, being a stickler for detail, tenacious dedication to getting things **done right, on time, and within budget**, I believe I'm an individual that would be successful working for you!

My experience ...

working within diverse environments ranging from the corporate and non-profit worlds to my volunteer work in the arts and with civic organizations have led to me being the **consummate juggler** and the person people turn to when something needs to get accomplished.

Industry experience includes:

National Inbound Consumer Call Center

- Project Coordinator in Client Services—reported to senior & mid-mgmt supporting 13 diversified consumer product programs

Multi-Use Performing Arts Center

- Events Manager—contracted, coordinated, and managed 100+ events

National Service Organizations

- President, "Paws For Sertoma" (*current*)
- 2nd & 3rd Vice President, Weekly Newsletter Editor, "Allentown Sertoma Club"

Professional Theatre Companies

- Managing Director, "Allentown Public Theatre" (*current*)
- Partner, "Backstage Productions"

Community Theatre

- Past President/Life Member, "PA Playhouse"



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Recommendations posted on LinkedIn

"Roberta dedicates herself to getting the job done and done right. As a Project Coordinator, Roberta ensured all presentations, reporting, and functions involving our clients were accurate and professionally presented. She possesses excellent organizational skills and appreciates feedback that's provided. It was a pleasure working with Roberta - she'll succeed in anything she does simply due to her drive, commitment and strong work ethic."

"Working with Roberta was an absolute pleasure! She is a consummate professional, thorough and detail oriented to get the job done and done right. Roberta is dedicated and hard working, but, more importantly she works smart and is passionate about her work. In addition, she is fun to work with."

Please view my full professional profile at
www.linkedin.com/in/robertamoyer

Corporate Hospitality

Volunteer

for USGA Major Championships

2009 U.S. Women's Open

2000 U.S. Senior Men's Open

