



Roberta A. Moyer
Administrative Assistant



Professional
Creative
Efficient

Experience in
corporate & non-profit
environments.

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

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Expertise

Project Management
Event Management
Arts Management
Marketing/Development
Volunteer Coordination
Contract Negotiation
Client Presentations
Report Generation
Database Management
Fulfillment/Inventory Control

***Dedicated to getting
the job done right,
on time & within budget!***



Roberta A. Moyer

Administrative Assistant



Professional
Creative
Efficient

Specializing in

Excel Spreadsheets
Word Tables
PowerPoint Presentations
Visio Flowcharts
Desktop Publishing
Access Databases
Theatrical Production
Outlook
Internet Explorer
Mozilla Firefox

Member of SERTOMA



*Making Life Worthwhile Through
SERvice TO MAnkind*