

# Roberta Stalteri

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Casselberry, FL

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- Highly skilled, dynamic individual, results driven achiever.
- Excellent communicator that effectively conveys information verbally and in writing.
- 21 yrs of outstanding organizational, planning, office management & administrative expertise.
- Highly confident in performance, skills, knowledge and enthusiasm. Consistently motivated self-starter, team player and a strong asset to any organization.

## Executive Administrative Assistant III/Office Manager

Dex One, Maitland, FL

1990 - 2011

- Support CEO, VP of Sales, District Sales Managers and Sales Representatives.
- Purchased supplies, telecommunications and equipment maintenance and support.
- Process incentive payouts-payroll, expense reports and Human Resources.
- Self-starter, efficient, versatile, total team player.
- Confidential, honest, trustworthy.
- Process daily/weekly Project Reports using Microsoft Excel.
- Maintain all local personnel files and attendance records.
- Facilitate office events, travel, sales kick-offs and team building activities.
- Consistently receives “exceptional ratings” on annual reviews.
- Extremely organized and dedicated – quickly builds excellent rapport with customers, hoteliers and co-workers. Exceptional follow-up skills.
- Orlando Magic ticket facilitator for our corporate sponsorship & client events.
- United Way Local Ambassador.

## Technology:

- Intro to Dbase III Plus-SUNY at Buffalo, NY.
- Microsoft Word, PowerPoint, Excel, Outlook, Oracle, Concur & Proprietary System Software.
- Notary Public for the State of Florida.

## Awards:

- Distinguished Sales Award (DSA) Travel Incentive 2002
- Chairman’s Award Winner- 2002
- Chairman’s Award Nominee- 2007
- Ruby Award Winner- 1991
- Customer Focus Award Winner- 1992
- People’s Choice Award Winner- 4 time recipient
- MVP Winner- 1993, 1997, 1999, 2000, 2004
- Support Associate of the Month- 2010
- High Five Award- 2011

## Community Involvement:

- Sterling Park Home Owners Association-Treasurer 2000-2011
- Seminole County PTA-Room Mother-Dividend 2001-2011