**SHARON M. ROBERTS**

**OBJECTIVE** Assistant to Quote Specialist position with opportunity to determine pricing strategy for the local sales territory and selected strategic national accounts

**PROFILE**

* Support the current Quote Specialist by assisting her with entering quotes on a daily basis
* Facilitate purchase orders against quoted projects, making sure proper discounts are applied, then forwarding them to appropriate factory for fulfillment
* Develop Excel Spreadsheets to track orders against quotes to eliminate over-ordering

**EDUCATION**

**University of Central Florida, Orlando, FL**

**B.A. in Interdisciplinary Studies**, May 2014, expected

* Minor in Marketing

**Seminole State College, Sanford, FL**

**A.A. Degree,** July 2012

**RELEVANT SKILLS**

**SKILL/EXPERIENCE GROUP #**

* Organize and maintain office with on-site staff as well as field representatives.
* Direct phone calls to appropriate sale representative or distributor. Order office supplies and business cards for all Florida employees.
* Coordinate training venues, catering, and delivery of training collateral across the state

**SKILL/EXPERIENCE GROUP #2**

* Maintained the front office, bookkeeping, payroll of a Professional Ballet Company and Dance Academy
* Assisted directors in placing new students in proper levels, organized and ordered recital costumes for the academy, collected tuition from students, created programs and assisted in creating ads for professional company’s performance programs and academy’s performance programs, organized volunteers for performances, assisted wardrobe mistress in professional company with costuming during performance runs.

**SKILL/EXPERIENCE GROUP #3**

* Established the books for a new surveying firm and maintained an organized office
* Developed new filing system for surveying office in order to enhance ease in locating information

**AWARDS**

* President’s List, Seminole State College, Fall 2011

**WORK HISTORY & ACTIVITIES**

**Administrative Assistant, Ingersoll Rand Security Technologies, Orlando, Florida, June 2008 – Present**

**Office Manager, Central Florida Ballet & Ballet Academy of Central Florida, Orlando, Florida, 2000 – 2008**

**Office Manager, Roberts Surveying & Mapping, Lake Mary, Florida 1991 - 2000**