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# Roxanne Rittberg

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## Skills and Qualifications

- Dynamic energetic personality combined with a strong work ethic.
- Self motivated to work as part of a team or in an individual capacity.
- Great communication, interpersonal, planning, and sales skills.
- Determined and driven individual; obtained Bachelors while holding full time employment, 100% self-financed.
- Extremely proficient with all Microsoft programs including: Adobe, Photoshop, Excel, Word, PowerPoint, and Outlook. Also proficient in Apple Systems.

## Education

West Virginia University  
Bachelor of Arts, Multidisciplinary Studies (Major GPA 3.05)  
Minors: Sociology, Communication, Business

**Graduation: May 2011**

## Work Experience

**March-Westin Company, Inc.**  
Assistant Project Manager/ Special Events Coordinator

**November 2011- Present**  
Morgantown, WV

- Serve as an assistant to Project Management with daily operations
- Prepare and maintain building, equipment, and system document files, including drawings and validation.
- Track and maintain project Submittals, O&M Manuals, and Subcontracts.
- Attend networking functions to promote March-Westin.
- Assist Communications Director with event planning, set up and implementation.

**Borgata Casino and Spa**  
Bartender

**May 2011- November 2011**  
Atlantic City, NJ

- Served alcoholic and non-alcoholic beverages to guests directly and indirectly through cocktail or food servers according to specified recipes
- Operated all bar equipment, including personalized cash register and credit card machine when required.
- Demonstrated leadership and teamwork to bar porters and beverage servers.

**Novichenks Bar**  
Bartender/Manager

**August 2009- May 2011**  
Cheat Lake, WV

- Excelled at directing staff in the successful attainment of food order cross-selling to beverage patrons.
- Increased sales revenue for employer by effectively interacting with individuals of all levels, highest % increase since inception of business.
- Promoted new beverages by executing plan promotions and giveaways.
- Recognized and rewarded for excellent customer service and sales work ethic.
- Ordered supplies from outside vendors and maintained inventory of supplies.

**Purple Cow Lounge**  
*Manager/Bartender*

**January 2008-August 2009**  
Cheat Lake, WV

- Maintained customer relations by exhibiting positive customer service.
- Responsible for training new wait staff personnel.
- Managed monetary transactions in a timely matter.

**South Shore Auto World**  
*Sales Greeter*

**September 2005- May 2006**  
Marmora, NJ

- Engaged with customers by greeting and assisting with prospective buyers.
- Assisted in car sales through promotions and in depth knowledge of inventory available.
- Completed sold buyer information sheets.

**Bashful Banana Café**  
*Manager/Waitress*

**May 2002-September 2007**  
Ocean City, NJ

- Supervised training for new wait staff.
- Tracked daily profit numbers as well as inventorying supplies.

### **References**

**Scott Gyorko** – Project Manager  
March-Westin Company, Inc.  
360 Frontier Street  
Morgantown, WV 26505  
Phone: (304)599-4880 Ext. 228  
Email: [scott@marchwestin.com](mailto:scott@marchwestin.com)

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