

Stephen E. Roberts

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Core Competencies

Ability to multitask, advanced technical skills, creative problem solver, diplomatic and polished professional, highly organized.

Professional Experience

Stephen Roberts Personal Catering, San Francisco, CA 2004-Present *Caterer*

Provided catering services to individuals and events in the Bay area. Developed menus, purchased supplies, prepared agreed menu items and delivered product on time. Developed invoicing and billing system. Created business operating plan and procedures to ensure solid systems and running of business.

NORCAL Mutual Insurance, San Francisco, CA 2007-2010 *Marketing Communications Specialist (2008-2010)*

Acted as marketing project manager for leading medical liability insurance company. Created project tracking systems resulting in improved communication and on time completion of projects. Coordinated event planning for internal programs and tradeshow including vendor and menu selection for catering and off site dining.

Assistant to Senior Vice President of Insurance Operations (2007-2008)

Assisted senior vice president of leading medical liability insurance company with daily tasks including email/calendar management, travel arrangements and expense reports. Handled confidential information, developed presentations, and created filing systems. Executed recurring and special off site events within budget parameters. Maintained relationships with vendors such as The City Club, Sens Restaurant, JV Catering and various hotels. Created new attendee intake and tracking forms for events and projects resulting in improved cost controls and increased ease of reporting to executive level.

Robert Half International, San Francisco, CA 2006-2007 *Executive Assistant*

Completed short and long term administrative assignments to various Bay area firms such as Northern California Presbyterian Homes and Services. Maintained established processes and trained incoming staff replacements on position requirements.

Infinite Spirits, San Francisco, CA 2005-2006 *Executive Assistant and Office Manager*

Coordinated daily operations of start-up vodka company's corporate offices including assisting CEO, Controller, and Regional Sales Managers. First point of contact for production vendors, media relations, special events and landlord. Initiated new process for design, production, and distribution of website updates and printed marketing materials. Maintained vendor relationships. Implemented and supervised sale of physical assets due to office relocation resulting in reduction of asset volume and time required for move out. Created transition process for secure relocation of nonphysical assets.

Robert Half International, San Francisco 2005 *Executive Assistant*

Completed short and long term assignments assisting senior and midlevel executives.

Forest Edwards Staffing, New York, NY 2004 *Executive Assistant*

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Long-term assignment as Executive Assistant to the CEO of Martha Stewart Living Omnimedia. Developed internal and external mailing lists and marketing materials log. Executed special projects in cooperation with MSLO staff.

Stephen Roberts Personal Services, New York, NY

2003-2004

Owner

Owned and operated business providing personal assistance, household management and catering to individuals in the New York city area resulting in expanded personal time for clients. Created invoicing system and forms as well as own marketing collateral.

Provided personal chef services by developing, executing and delivering agreed menus and at various locations within agreed budget parameters and client specifications. Maintained knowledge of culinary trends by researching competitive menus and restaurant offerings.

Assistant to the Associate Publisher

2003

Career Blazers, New York, NY

Long term assignment as assistant to the Associate Publisher of Esquire magazine. Performed daily administrative functions including calendar maintenance and updated professional and personal mailing lists. Acted as first point of contact for executive's contacts and internal staff.

Food For Life, Woodside, NY

2002

Sous Chef

Upon completion of nationally recognized culinary program, acted as sous chef for balanced nutritional meal delivery service. Prepared daily rotating menu using essential knife skills, food safety methods and quality control techniques. Initiated inventory system resulting in effective cost controls and easier ordering. Supervised support staff with presentation and portion control. Prepared and developed substitute dishes where required. Assisted executive chef with ordering supplies and translating instructions to Spanish speaking staff.

Atrium Staffing, New York, NY

1999-2002

Executive Assistant

Completed long-term assignments assisting senior and mid-level executives at various companies including: Condé Nast (Vogue, Gourmet, Condé Nast Traveler), CondéNet (Style.com), Bear Stearns, Sanford Bernstein, National Bank of Canada.

Education

B.A. English Literature, Fairleigh Dickinson University, Madison, New Jersey, 1991

Certification in Culinary Arts, Institute of Culinary Education, New York, New York, 2002

Professional Development

Marketing Essentials, UC Berkeley Extension

Project Management Fundamentals, Project Management Certification Program,

International Institute for Learning

Technical Skills

Advanced MS Office (Excel, Word, PowerPoint, and Outlook), Photoshop, Quickbooks, Mac and PC proficient, essential knife skills

Personal

Photography, culinary arts, moderate Spanish, highly organized