

Nancy Stadnyk
Sebring, FL
561-289-2397
nancystadnyk@yahoo.com

Assets Summary: My background encompasses comprehensive **executive administrative** and **legal** skills, in addition to specific assets in the following areas:

- Extensive **accounting skills** with proficient knowledge of **QuickBooks**
- Management of **operational budgets** and bank accounts.
- Highly **organized, detail oriented** and able to work under deadlines and pressure.
- Marketing background in the **Hotel and Hospitality** business and **Manager on Duty** functions.
- **Computer skills** include expert level proficiency in all **MS Windows** environments, **MS Word, Excel, QuickBooks**

***Ultimate Staffing
Boca Raton, FL***

***November 2014 - Present
Jayme Weekly (561) 750-1688***

Various temporary and long term assignments. Most recently one and a half years at CBIZ MHM, an accounting firm in Boca Raton, FL in the Family Office Services Dept. The position required bookkeeping of various client's credit card and bank accounts on QuickBooks. Handling of all monthly aspects of client's monthly bills, including payments, problems, correspondence, running of their households and personal issues.

***Dalton Place Condominium
4748 S. Ocean Blvd., Highland Beach, FL 33487***

***August 2013-April 2014
Linda Leopard (561)391-7875***

Administrative Assistant to Property Office Manager of 122 unit high rise condominium. Responsible for daily and monthly accounting on QuickBooks, liaison between manager and unit owners, daily communication with contractors for condo building and individual units, schedule meetings, purchasing supplies for building and office, coordinating opening and closing of units for owners.

***Alaska Amphibious Tours
5191 Borch St, Ketchikan, AK 99901***

***April-Sept 2011 April-Sept 2012
John R. Malouf (907)225-9899***

Full-time Dock Representative/Supervisor acting as liaison between General Manager and ship representatives/shore excursion managers. Supervisor of all dockside operations including but not limited to dispatching, risk management, accounting and customer service.

***Cruise Ship Excursions
P.O. Box 8803, St. Thomas, USVI 00803***

***October 2011-February 2012
Shelly Conway (340) 775-5055***

Part-time Dock Representative acting as liaison between General Manager and ship representatives/shore excursion managers. Direct cruise ship passengers to land tours, and provide assistance with any questions, or concerns that may arise in a professional and courteous manner. Constant communication with ship representatives regarding passenger counts, tour time changes, or tour cancellations.

***Kidscope, Inc. 1826 Kongens Gade, Ste.#7
St. Thomas, VI 00802***

***September 2011-March 2012
Dilsa R. Capdeville (340)714-1012***

Office Manager of non-profit children's advocacy center. Full charge of all administrative functions of center and assistant to Executive Director. Cash flow management and monthly reporting of federal and local government grant monies, and private donations. Process all required government forms to assure agency is properly licensed and in compliance with applicable laws. Responsible for operations bank accounts, accounts payable, bank reconciliations, payroll, monthly and quarterly payroll taxes, and year end tax reporting. Managed employee medical, vehicle, property and liability insurances. Interviewed and supervised volunteers and contract/part time employees. Organized, assisted and supervised in program activities with children, teens and parents.

***Kidscope, Inc. 1826 Kongens Gade, Ste.#7
St. Thomas, VI 00802 (Office Manager – See Above)***

***2005 - 2011
Dilsa R. Capdeville (340)714-1012***

***Imogene M. Synon, P.A.
420 Fleming St., Key West, FL 33040***

***1997-1999 and 2000-2005
(305)294-3413***

Secretary to two attorneys and one para-legal.

***Pediatric Medical Group, Inc.
1301 Concord Terrace, Sunrise, FL 33323***

***1999-2000
(954) 384-0175***

Executive Secretary to National Director of Patient Accounts. Responsibilities included but not limited to; Daily administrative duties, coordinating and scheduling meetings with other director's nationwide, following up with minutes and preparation of expense reports.

***Hawk's Cay Resort & Marina
Mile Marker 61/Duck Key, Marathon, FL 33050***

***1996-1997
(305) 743-7000***

Secretary to Director of Sales and support areas. Responsible for typing proposals, contracts and letters. Serve as Manager on Duty on a scheduled basis. Purchasing agent for all departments of resort.