

Dillon Garrison

2420 SE Taylor

Portland, OR 97214

T 503 516-8755

dillon.garrison@gmail.com

OBJECTIVE

To secure employment to that will challenge me, make me grow in responsibility, capability, and maturity, and allow me to learn, build my skills, and support myself

PROFILE

- Very professional, driven, intelligent and an extremely fast learner
- Great communicator, verbally, emotionally, and in writing
- Experienced, trained, and skilled in sales, customer service, communication, and phone etiquette
- Great organizational skills, memory, and mental tracking abilities
- Computer literate: competent with MS Office Suite, iWork, basic internet applications, and fax machines
- Great language comprehension and fast typing skills, about 60 WPM
- Impeccable grammar, spelling, and an eye for detail

EXPERIENCE

Steward, Bon Appetit at Lewis and Clark College, Portland, OR 1/2010-12/2010

Worked my way up from the dish room in a large kitchen to a line cook then a steward position where I received orders, tracked invoices, organized and managed all inventory,

Frontline Representative, Greenpeace, Portland, OR 5/2010-8/2010

Completed training in sales, canvassing, and communication, engaged and educated members of the public and convinced to sign up as monthly contributors to organization while meeting sales quotas

Call Center Agent, Oregon AFL-CIO, Portland, OR 5/2010

Operated call center software and called members of the public to educate about current elections, fielded questions, and upheld high standards of phone etiquette for Oregon's unions

Grocery, Food Front Cooperative Grocery, Portland, OR 7/2009-1/2010

Received orders, unloaded freight, assisted customers, organized inventory, managed bulk dept., cashiered in a high volume customer environment, among a variety of tasks at this leading grocery co-op

Team Member, Yogen Fruze, San Francisco, CA 8/2008-5/2009

Assisted customers, made sales, operated POS system, ran and maintained in a high end yogurt store

Owner's Assistant, Grandma's Saloon, San Francisco, CA 2004-2007

Assisted a small business owner in organizing, inventory, maintenance while learning aspects of operating a small business

Intern, RE/Search Publications, San Francisco, CA 2006

Assisted the owner of a small but influential publishing company by transcribing interviews, data entry, handling mail and shipping, fielding phone calls, and running errands

Intern, San Francisco Mime Troupe, San Francisco, CA 2006

Answered phone calls, filed memos, contacted local businesses for advertising purposes

EDUCATION

Sacred Heart Cathedral Preparatory Graduated with Honors, 2007

Senior Class Vice President, CA Scholarship Federation, lead role in Theatre Company , Founder of Book Club

San Francisco State University 2007-2008, currently on leave

REFERENCES

available upon request