# Tessa E Hillmer

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#### Employment

##### DFA, Inc. (Falic Fashion Group):

##### Retail Sales Specialist:

##### Nordstrom Downtown Portland, OR

March 2011-current

-Fragrance model and company representative.

-Ability to meet sales goals.

-Results-oriented leader with extensive product knowledge

-Dedicated self-starter with excellent communication and persuasive presentation skills.

-Analytical and affable relationship-builder with ability to identify needs.

-Ability to make fragrance recommendations, and up-sell products.

-Continual Fragrance Education  
- New Product Launches  
- Client Relationship Management  
- Sales Forecasting  
- Event Planning & Management  
- Product & Promotional Presentations  
- Account Development & Retention

Marinepolis Sushiland:

Server:

Wielder St, Portland, OR

January 14, 2011- March 15, 2011

-Waiting on tables

-Preparing drink order.

-Adding up bills correctly

-Bussing tables

-Hosting and seating matters

-Explaining neatly how different menu items are made, describing the cooking methods and ingredients.

-Telling customers of daily special items.

**BWW:**

**Hostess and Cashier**

**Oshkosh, WI**

November 2008-July2009

-Received and welcomed the guests with due attention, greeted them with a smile -Provided highest quality of service to the customers by making seating arrangements, room booking prior to their visit -Presented the guests with menu and explained the special cuisines served -Ensured the food quality before serving and presented it in the best possible way -Assisted the customers by sorting their queries and grievances -Coordinated with other staff to ensure the availability of best service to the guests

**Sales Associate and Cashier:**

**Forever21:**

**Appleton, WI** November 2006-May 2008

**PacSun:**

**Appleton, WI** March 2006-November 2006

-Merchandising and processing of new stock and merchandise

-Fitting rooms and greeting customers as they enter store with a positive attitude

-General customer service skills

-Skilled in several areas such as inventory control, order processing and cashier management.

- Strong in reporting and sales analysis skills and excellent problem solving skills

-Reliable, energetic, hardworking and recognized for handling additional responsibilities.

Certificates:

Oregon Food Handlers Card #**ORFC0007957**

Expires 1/27/2014

High School Diploma: Appleton North High School

(Appleton, WI) received in 2008

Certificate of Completion and Graduation from The Career Academy Of Technology and Design

(Appleton, WI) received in 2008

School Experience:

Appleton North High School: Graduated in 2008

Career Academy of Design and Technology: Graduated in 2008

Fox Valley Technical College: Appleton, WI

I attended for two semesters in the general education department before moving to

Portland. I plan on going back to school for graphic design somewhere in the Portland area.