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|  | **Tamara D. Haller** |
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| **CONTACT**C:\Users\T.Haller\AppData\Local\Microsoft\Windows\INetCache\IE\V6HVXOBT\phone_PNG48935[1].png+3161369554C:\Users\T.Haller\AppData\Local\Microsoft\Windows\INetCache\IE\V6HVXOBT\noun_1674[1].pnghallertamaragmail.comC:\Users\T.Haller\AppData\Local\Microsoft\Windows\INetCache\IE\V6HVXOBT\house-clipart[1].jpgAtlanta, Georgiatamara-hallerC:\Users\T.Haller\AppData\Local\Microsoft\Windows\INetCache\IE\PXGSD0FO\www-1632431_960_720[1].pngwww.tamarahaller.com**EDUCATION****Performing Arts Design -Costume Design**University of UtahSalt Lake City, Utah2009-2013**John F. Kennedy High School**Granada Hills, CA1984-1988**EXPERTISE**Detail OrientedAccurateQuick LearnerResults drivenDedicated and persistentStress resistantTeam playerOpen mindedCreative**SKILLS**MS Office(Word, Excel, PowerPoint, Access and Outlook)Adobe PhotoshopQuickbooks ProDatabase program proficientType 75 WPM**LANGUAGES**Native EnglishDutchFrench Basic Spanish**CERTIFICATES**Certified Grief CounsellorAmerican Red Cross First Aid CertifiedLicensed Massage Therapist | **PROFILE**As a Californian native, I left the states in August 2017 to be with my new partner in The Netherlands. Now January 2021 we are returning to the states. I consider myself to be a dynamic, reliable and self-motivated individual with over 30 years of experience assisting management teams and executives up to Regional Vice President level.  Through most of this time I have also maintained my own bookkeeping and costume design business. Besides solid administrative and financial reporting skills, I am especially proficient at multitasking and remaining composed under pressure. I possess excellent skills in an array of different software packages and having set-up and successfully ran my own business for several years, have a profound entrepreneurial streak. Hard work, persistence and a willingness to try are all words that best describe my attitude to business. I'm seeking a new, intellectually challenging position, one where my background experience and expertise can be fully utilized and have valuable application. **PROFESSIONAL EXPERIENCE****Costume Designer/Owner**DresfX/October 1994 - present  United States and Netherlands • Costume design company specializing in costume design for film, television and print. • Projects taken from concept and design, construction, through to final fitting and billing of customer. • Experience working within a budget. • Please visit www.tamarahaller.com to view many of my past projects**Project Officer**VDL AEC Maritime/March 2020 - May 2020 Eindhoven, Netherlands• Temporary assignment to research, compile and create financial overviews of additional project costs incurred on projects to bill back to customers. • Assistant to project managers and controller. • Research and compilation of documents and document control. • Research and compilation of operation manuals and documents. • Project manager support.**Business Owner**Massagepraktijk Tamara/March 2019 to present Deurne, Netherlands• Owner of a successful massage and wellness centre. • Managed all aspects of a company including administrative, financial/accounting and marketing. • Database management and client management. • Diagnosis and treatment of patients ranging from accident victims, sports injuries to chronic stress patterns. **PROFESSIONAL EXPERIENCE - Continued****Operator Quality Control**CB Fashion/December 2017 - March 2019 Helmond, Netherlands • Quality control of inventory. • Inventory management. • Small garment repairs/reconditioning. • New employee training. • Order picking and fulfilment. **Manager/Owner**Kneading Hearts Massage*/*August 2014 - August 2017 American Fork, Utah• Owner of a massage and wellness centre. • Managed all aspects of a company including administrative, financial/accounting and marketing. • Database management and human resources. • Diagnosis and treatment of patients ranging from accident victims, sports injuries to chronic stress patterns. • Managed and maintained a staff of 3 employees. **Executive Assistant/Accountant** Various companies – June 1989 - August 2014  California, Utah, Alaska, USA • Assistant to General Managers, Regional Vice Presidents, Marketing Departments and Human Resource Departments. • Composition of company memos, reports, correspondence and expense reports. • Recruiting of new personnel and generation of offer letters. • Scheduling of appointments, meeting planning, resourcing, and minute taking. • Maintenance and updating of various databases and job schedules. • Coordinating proposal packages and scheduling of bid dates for marketing personnel. • Creation of presentations. • Company travel coordination, itineraries, and booking of flights, hotels, and transportation. • Processing of accounts payable and accounts receivables. • Creation of financial statements, bank reconciliation and general ledger. • Payroll accounting including payroll tax deposits, and reporting and W2 creation. • Generation of profit and loss statements and reports. .  |

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