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|  | **Tamara D. Haller** |
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Kennedy High School**  Granada Hills, CA  1984-1988  **EXPERTISE**  Detail Oriented  Accurate  Quick Learner  Results driven  Dedicated and persistent  Stress resistant  Team player  Open minded  Creative  **SKILLS**  MS Office  (Word, Excel, PowerPoint, Access and Outlook)  Adobe Photoshop  Quickbooks Pro  Database program proficient  Type 75 WPM  **LANGUAGES**  Native English  Dutch  French  Basic Spanish  **CERTIFICATES**  Certified Grief Counsellor  American Red Cross  First Aid Certified  Licensed 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.  . | |