

# Elizabeth Tessier

Ottawa, Ontario, Canada

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## Objective

To obtain a full time position at a company which offers an environment where I am able to share my knowledge and passion for tea with clients and fellow co-workers.

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## Education

### **Tea Sommelier** 2012

#### *Algonquin College, Woodroffe Campus*

I am continuously increasing my tea knowledge as a part-time student in the Tea Sommelier program at Algonquin College. At the completion of this course I will take an exam which will certify me as a Tea Sommelier.

### **Tea Workshops – Continuing Education** 2012

#### *University of Ottawa*

I attended multiple tea workshops that presented and expanded on what tea and the culture around tea has to offer.

### **Office Administration** 2010

#### *Algonquin College, Woodroffe Campus*

Attended first semester of the Office Administration program in the School of Business.

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## Career History & Accomplishments

### **KIMICHA – Ottawa, Ontario** 2012

#### *Business Development Assistant*

- Create documents such as proposal letters, contact sheets, informational charts, inventory control, press releases and other various forms.
- Carry out research and present findings.
- Develop, organize and host events such as tea pairing and blending workshops.
- Package tea: label, weigh, seal and box.
- Coordinate with suppliers.
- Create content for social media such as Facebook statuses and monthly newsletters.

### **Bridgehead – Ottawa, Ontario** 2012

#### *Barista*

- Prepare and serve specialty coffee, espresso, and tea beverages.
- Keep food and beverage area sanitized, seating area neat and proper.
- Keep the store clear and organized; shelves and food displays stocked.
- Deliver exceptional customer service.
- Adapt to rush periods and manage stressful situations with a calm attitude.

### **Teaopia – Carlingwood Shopping Center, Ottawa** 2011

#### *Second Key*

- Consistently met and passed personal sales goals.
- Preparation of drinks such as hot tea, iced tea, tea lattes and Matcha smoothies.
- Responsible for opening and closing shifts, paperwork and deposits.
- Extensive product knowledge.
- Recommended selected, and helped to locate or obtain merchandise based on customer needs and desires.

**David's Tea – Richmond Road, Ottawa****Barista**

- Greeted the customer - Brought them the “tea of the day” and the tea jar to smell and look closer at the tea.
  - Engaged customer - Sold the experience. Brought down multiple teas and explained the qualities of the tea until the customer was satisfied.
  - Closed the sale - Weighed/packaged the tea, offered/prepared hot tea and processed payment.
  - I was also responsible for assorted tasks including inventory and cleaning.
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**Volunteer Experience****Ottawa Tea Festival****2011**

- Volunteered for the first Ottawa Tea Festival. Responsibilities included: setting up the brewing station, training volunteers on proper brewing times and temperatures, photographing the event and assisting the event coordinator with additional tasks.
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**Personal Highlights**

Reliable, organized, great initiative, optimistic point of view, enthusiastic and outgoing. Complete and consuming love and passion for tea.