ELSA HILLSTROM

Professional Summary

Service-driven professional with a background in client communication, medical/dental front and back office, marketing support, and wellness-focused roles. Known for professionalism, dependability, and a cheerful, respectful presence.
I bring pride to every client interaction, with a consistent focus on providing thoughtful, attentive service and a well-maintained environment.

SKILLS

- Guest Relations & Client Support
- Conflict Resolution & Customer Advocacy
- Event Hosting and Coordination
- Appointment Scheduling & Front Desk Support
- Strong Phone, Email, and In-Person Communication Skills
- Upselling & Product Knowledge
- Merchandising & Cleanliness Standards
- Google Suite, Canva, Microsoft Office
- Team Collaboration & Professionalism
- Currently Pursuing Certificate in Public Relations

209-471-9121

ELSAHILLSTROM@GMAIL.COM

LODI, CALIFORNIA

EXPERIENCE

Marketing Assistant & Client Communications | Precision Real Estate Services, Inc.
Lodi, CA | Sept 2020 – Present

- Create branded content and manage marketing materials to support listings, client engagement, and business development.
- Provide administrative and marketing support, including office coordination, scheduling, client communications, and digital file management.
- Maintain internal systems for digital file organization, client follow-up, and promotional collateral.
- Why I believe this matters: Behind every successful client interaction is preparation, follow-through, and a professional experience.

Freelance Marketing & Design Assistant | Self-Employed
Remote | 2022 – Present

- Provide creative and strategic support to wellness providers, real estate agents, and independent entrepreneurs.
- Create polished marketing materials, design assets, and social graphics using tools like Canva and Midjourney.
- Coordinate client timelines and deliverables while ensuring their brand voice is clear and consistent.
- Why I believe this matters: Great service starts with clarity, communication, and dependability—whether client-facing or behind the scenes.

Juice Plus Franchise Owner | Client Support & Wellness Education
Lodi, CA | 2015 – Present

- Guide clients through wellness product use and education with consistency and care.
- Engage with community members through social media, email outreach, and personalized support.
- Offer a positive, consistent client experience through regular follow-up and product knowledge.
- Why I believe this matters: Trust is built through every interaction—small touches create meaningful impact over time.

MOPS Leadership Team | Special Events & Guest Experience
Lodi, CA | 2007 – 2010

- Coordinate hospitality elements for meetings including setup, welcome, and volunteer management.
- Support event flow, guest comfort, and community connection through thoughtful details.
- Why I believe this matters: Thoughtful care and reliability can be felt in every moment when you prioritize people first.