

Alicia Singletary

San Marcos, TX
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A dependable and enthusiastic team player with good digital media, communication & customer service skills who thrives on challenges. Able to work effectively with shared team responsibilities or as an individual contributor. Able to adapt to a changing work environment with a willingness to learn new concepts, who seeks an opportunity in the digital media communication field.

Key Skills & Abilities

- Social media customer acquisition
- Photoshop
- Premiere Pro
- iMovie
- WordPress
- Hootsuite
- Publisher 2016
- Illustrator
- InDesign
- Audition CC
- Customer service
- Web design: Basic Html, Java, CSS

Work History

Jared Vault – San Marcos, TX

Sept 2016 – Nov 2016

- Jewelry sales consultant
- Presented product promotions to customers
- Aided in inventory control

MarketSource, Inc. – Houston, TX

Dec 2015 – Aug 2016

- Target store mobile product sales representative
- Informed customers on promotions and products
- Developed problem-solving skills resolving customer issues
- Responded to customer service issues and recommended solutions
- Setup customer account and activated new lines or upgrades
- Stocked & updated inventory in database
- Trained new employees

Studio One to One – The Woodlands, TX

May 2013 – July 2013

- Photographer
- Promoted packages to prospective customers
- Scheduled appointments
- Enhanced photos using Photoshop to customer's satisfaction
- Prepared orders for lab processing

Education

Digital Media Innovation &
Mass Communication
Graduating Dec. 2018

Texas State University
San Marcos, TX

2016 – 2018

Associate of Arts Degree

Lone Star College
Tomball, TX

2010 – 2014

Accomplishments

Advertising Club

- Member of the Austin-AAF and Ad2Austin
- Attend social events and agency tours for young professionals

Lone Star College Recruitment Outreach and Diversity Initiatives Club

- Promoted & informed high school students about Lone Star College
- Participated in coordinating activities with other clubs
- Organized activities and setup field trips
- Participated in new student orientation