

# 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<br>Graduating Dec. 2018 | Texas State University<br>San Marcos, TX | 2016 – 2018 |
| Associate of Arts Degree  | Lone Star College<br>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