

**Alicia Bigley**

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**OBJECTIVE**

Customer service minded, detail oriented, proficient in multitasking, prioritize to various changing conditions, and able to meet deadlines.

**Education**

Milwaukee Area Technical College

2010- Studied Photography

**Work Experience**

**Freshwater LLC**

**2015-Present**

Work as freelance photographer, graphic designer, web designer, and marketing.

**Alliance Real Estate**

**2010-Present**

Hired as a freelance real estate photographer.

Duties include, but are not limited to:

Photographing interior and exterior, photograph headshots of agents, Edited photographs

**Adventure Rock Climbing Gym**

**2008- 2015**

Initially hired on to work the front desk, in 2010 was hired to manage the front desk, in 2011 was hired as the operations manager overseeing 40+ employees.

Duties include, but are not limited to:

Hiring/training/terminating,

Writing and designing class curriculums

All staffing needs- desk, instructors, portable wall, and camp

Day to day facility maintenance

Graphic design/ Photography

Shipping/Receiving/ Inventory

Setting up Point of Sale/Data Entry/Online Booking/ Scheduling programs

**Proficient skills**

PC/ Mac/ Point of Sale Programs/ Canon Cameras/ Fujifilm Cameras/ Photoshop/Indesign  
/Illustrator/Premiere /Lightroom/Publisher/Wordpress/HTML/Word /Excel/Powerpoint

References available upon request.