

# Alesia Hurley

## Motivated Candidate

Young Harris, GA 30582  
[gobearnative@gmail.com](mailto:gobearnative@gmail.com)  
706-400-0938

To obtain a position in a challenging, fast-paced, work environment.  
Willing to relocate: Anywhere  
Authorized to work in the US for any employer

## Work Experience

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### Associate Editor

Ariel Chart Literary Journal - Young Harris, GA  
July 2017 to Present

Receive incoming fiction submissions on a rolling basis for monthly publication.  
Evaluate submissions thoroughly with respect to its content, style, and grammar. May request to rewrite some of the content in order to make a piece more polished.  
Ensure that Ariel Chart consistently publishes high-quality fiction.  
Maintain contact with writers who submit and provide valuable feedback regardless of publication.  
Inform contributors when new issue is up.  
Format and edit accepted fiction, keeping to a monthly deadline.  
Work closely with Editor-in-Chief to ensure success of Journal, making suggestions for improvements and helping promote on social media platforms.

### Freelance Writer

Tiffink, LLC - Remote  
August 2016 to Present

Provide quality blog/article posts in a timely fashion, well edited, and ready for publication for the AmReading website. Adhere to APA format guidelines and work under deadlines to complete multiple articles relating to trending literature topics.

### Photographer

Allicat Photography - Young Harris, GA  
January 2013 to Present

Provide quality photography for a variety of clients. Clients include local customers as well as literary magazine publishers. Photograph, edit, schedule, and provide a fun experience for customers, while maintaining a professional environment.

### Vice President of Sales

Native Touch  
2011 to 2012

Responsible for all areas of tradeshow:

- o Researched potential tradeshow compatibility for company product
- o Booked hotel, flights and transportation, ensuring best price for cost/benefit

- o Helped with set-up and deconstruction of display booth.
- o Compiled, edited, and thoroughly constructed company commercial that played in booth during the show
- o Responsible for procuring sales with sales team and owners on and off the tradeshow venue, including follow up sales calls
- o Helped with administrative duties such as ordering supplies for the manufacturing department and assisted in administrative details in that department as necessary, such as ordering shipping supplies, and product ingredients.
- o Edited company brochures, pamphlets, web site and business letters.
- o Worked closely with the company CEO, providing assistance, advice, and management of employees.

### **Shift Manager/Senior Customer Service Associate**

Movie Gallery

2006 to 2009

- o Managed 2-3 employees a shift, ensuring a clean store, proper protocol, preparation for inventory at appropriate times.
- o Responsible for restocking store as necessary for store opening
- o Top in sales for video rental programs
- o Responsible for daily cash counting and nightly deposit.

### **Admissions Advisor**

AIU Online - Hoffman Estates, IL

2003 to 2004

Advised and guided new and prospective students through the admissions process  
 Employed inside sales techniques to procure enrollment.  
 Handled the enrollment paperwork and submitted for review to admissions board.

### **Phone Room Manager**

Nu-Concepts Window Co

2003 to 2003

Managed a phone room of 5-12 employees, including hiring, firing, and training new employees. Set appointments for salesmen to visit potential clients, telemarketed, and answered phones.

### **Assistant Manager**

Walgreen's

2000 to 2001

Supervised staff of 4-5 employees. Maintained professional appearance of the store. Performed cash counts, handled large cash transactions, such as the night deposit and change for drawers. Closed store at night's end and occasionally opened the store as well. Resolved various problems as they arose and handled multiple tasks at one time.

### **Administrative Assistant**

Manpower Professional

2000 to 2000

Primary duties included: answering phones and scanning of potential employee resumes into database for recruiter's review. Other duties consisted of ordering office supplies, generating and mailing letters to current employees regarding services provided by Manpower Professional, "cleaning up" of resumes to submit to customer for review, and other administrative duties.

### **Manager Trainee/Assistant manager/shift lead**

Firehouse Subs  
1998 to 2000

Managed staff of 5 to 10 employees, ensuring employee compliance to company standards.  
Ensured a smoothly run store and customer satisfaction, resolving complaints when necessary.  
Managed large amount of cash and nightly deposits  
Properly prepared stored for following shift, which included cleanliness, food preparation, cash, and ordering of supplies.

## Education

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### **BA in English**

University of Phoenix - Murphy, NC  
2013 to 2016

### **Associate of Science in Business Management**

Tallahassee Community College - Tallahassee, FL  
1997 to 2000

## Skills

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Writing, Editing, Photography, MS Office, Customer Service, Management, Administrative, Clerical, Sales, and much more!

## Links

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<https://www.facebook.com/AllicatPhotographyNC/>

<https://www.facebook.com/justaddwordsadhurley/?fref=ts>

## Additional Information

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Note: I am currently managing my own business as a freelance photographer and writer. I have been published numerous times in different magazines for my photography and write for AmReading.com under the name A.D. Hurley. I also manage my husband's painting business. Any gaps in employment have been spent as a stay at home mother to my 5 children, during high-risk pregnancies, and now as a freelancer.