

Halley P. Bichel

2958 Johnson St. NE Minneapolis, MN 55418

Email: hal@halspages.com

Phone: [\(920\) 284-1320](tel:(920)284-1320)

Summary

- Versatile creative, communication and organizational skills.
- Takes initiative in a team-based setting and works well independently.
- 5 Years experience in high-energy customer service-oriented positions that required the ability to quickly adapt and prioritize.
- 7 Years experience in communication-oriented positions with working knowledge of multimedia and Microsoft software and ability to type 60WPM.

Education

University of Minnesota – Twin Cities Class of 2009

<http://www.umn.edu>

- Bachelor of Arts in English with minor concentration in German Studies.
- Achieved proficiency in speaking, reading and writing German.

Experience

U of M School of Journalism, Minneapolis, MN

Lab Attendant

August 2005 to December 2009

<http://murphy.sjmc.umn.edu/dms>

- Prepared, cleaned, distributed and received returning a/v equipment as needed.
- Assisted lab patrons with computer and equipment use.
- Monitored lab use, enforced lab rules and performed light janitorial duties as required.

Caribou Coffee, Minneapolis, MN

Barista, Team Member

June 2006 to November 2008

<http://www.cariboucoffee.com>

- Made high-quality espresso, coffee and a variety of other drinks.
- Took orders and answered guests' questions in a friendly and welcoming manner.
- Informed guests of exciting new promotions, products and events.
- Maintained awareness of store presentation and performed janitorial duties as required.
- Recipient of Caribou Coffee's Best of the 'Bou award in 2006.

Hard Working Pictures, Minneapolis, MN

Temporary Assistant Editor

March 2005 to April 2005

<http://www.HWpics.com>

- Produced scripted rough cuts of segments for *Freestyle*, an interior design show on HGTV.
- Added graphic effects, titles, music, and creative flow to approved rough cuts.
- Engaged in consistent communication with the show's producers regarding creative decisions.

Top Secret, Wisconsin Dells, WI

Character Actress, Tour Guide, Ticket Seller

May 2005 to August 2005

<http://www.dellstopsecret.com>

- Lead tour groups through the attraction, ensuring the best experience possible for patrons.
- Performed several high-energy roles as an interactive character actor, which often required improvisation.
- Sold tickets, answered questions and performed light janitorial duties as required.

Available Light Productions, Portage, WI

Unit Manager, Segment Producer, Camera, Web Designer

October 2002 to May 2004

<http://www.good-curling.com>

- Edited a seasonal show that aired weekly on FOX47 Madison.
- Scheduled shoots, conducted interviews and operated cameras independently.
- Hired, trained and scheduled assistant editors as needed depending on workload.
- Designed and maintained company website.

When We Were Young Productions, Middleton, WI

Supervising Videographer

August 2002 to June 2003

<http://www.wwwyproductions.com>

- Traveled to and videographed sporting events while acting as a positive company representative.
- Made videographers' weekly schedules and saw they were adhered to.
- Facilitated weekly transfer of footage from remote locations to the home office.