

ABIGAIL K. O'BRIAN

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2015
Major: Marketing; Minor: Spanish
GPA: 3.5

ACTIVITIES:

- Member, American Marketing Association, Fall 2013 – Present
 - Community Service Committee Member
- Member, Intramural soccer team at Coastal Carolina University, Fall 2011

EXPERIENCE: FUEL, Philadelphia, PA
Server, Hostess and Counter Assistant April 2013 – October 2013

- Provided excellent customer service to all customers while setting up, serving, and cleaning up at a casual dining restaurant specializing in health food.
- Marketed to customers through distribution of flyers at various establishments.
- Communicated with customers including taking orders over the phone, in person and through online delivery services.

TEMPLE UNIVERSITY, Philadelphia, PA
Office Assistant, Center for Obesity Research October 2012 – December 2012

- Assisted other workers with their filing and running errands at a research facility.
- Created marketing fliers using online images and Microsoft Word to attract research participants
- Worked with Microsoft Excel to input data on hundreds of research participants.

SELF EMPLOYED, Philadelphia, PA
Nanny Summers 2011, 2012

- Cared for children in private households all day, 5-6 days a week.
- Cooked, cleaned, looked after and provided stimulating activities and projects for entertainment.
- Drove the children to various activities including school, sporting events and their summer commitments.

MURRAY'S BISTRO M, Berwyn, PA
Busser September 2007- January 2008

- Set, cleaned and reset tables in the dining room of a casual Jewish delicatessen.
- Assisted with the setup of the diners including the maneuvering of tables to accommodate for large parties of up to 20-25 people.
- Helped servers deliver food to tables ensuring dishes were delivered to the correct customers.

SKILLS:

- Microsoft Word, Powerpoint, and Excel
- Spanish- intermediate

