

# ABIGAIL ALEXANDER

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## EDUCATION

### MASTER'S DEGREE

Public Health  
Graduated February 2018  
University College Cork  
Cork, Ireland

### BACHELOR'S DEGREE

International Studies  
Graduated May 2015  
Georgia State University  
Atlanta, Georgia

## PROFESSIONAL DEVELOPMENT

OSHA 30 Hour General Industry  
May 2018

HAZWOPER 40 Hour  
Expected June 2018

## EXPERIENCE

### INSIDE SALES REPRESENTATIVE

Arrow Electronics, Alpharetta, GA  
06/2015-08/2016

- Responsible for customer negotiation, establishing pricing, deal management and closing sales.
- Expand sales within existing accounts by focusing on customer service, understanding customer needs and developing relationships with key decision makers.
- Facilitate customer understanding of all IBM promotions and recommend how to best apply them to opportunities in order to win business and maximize profit margin.

### PERSONAL ASSISTANT

Book Atlanta, Inc., Atlanta, GA  
10/2014-05/2015

- Managed publicity contacts and e-mails.
- Produced correspondence with local bookstores and event venues.
- Composed author/book blurbs and publicity releases.

### ASSISTANT PROGRAM DIRECTOR

Camp Micah, Bridgton, ME  
Summers 2007-2014

- Worked closely with directors to support, facilitate, and implement camp programming.
- Managed calendars, ordering, and provided direct administrative support to directors.
- Coordinated with all departments regarding scheduling and support.

### OFFICE ASSISTANT

Georgia State University, Atlanta, GA  
10/2010-05/2012

- Welcomed and greeted all visitors; screened calls; directed to appropriate staff; opened all incoming mail and distributed to recipients.
- Managed the organization of student files.

## VOLUNTEER

### ETERNAL FAMILY PROJECT

Honduras 2004-2009

- Volunteered for four terms, ranging from 3 to 6 months.
- Assisted with schooling of children- elementary to high school.
- Responsible for organization's bookkeeping and other administrative projects.

### ORPHANAGE EMMANUEL

Honduras 2002-2004

- Facilitated treatment of ill children in onsite clinic.
- Cared daily for children aged newborn to seventeen.
- Assisted school principal with administrative duties.