

AL

Abigail L. Richardson

Professional Summary

I am a self-motivated and hardworking student seeking a job position in a reputable organization to expand my knowledge and skills and gain practical experience while making a significant contribution to the company's success.

Work History

North Carolina National Guard Association - Marketing and Public Relations Intern

Raleigh, NC

09/2024 - Current

- Created customized marketing materials to increase product awareness.
- Assisted in creating written, video, and image content for marketing channels.
- Researched interesting and relevant content to capture interest and improve site traffic.
- Assisted in the planning and execution of successful product launch events.
- Enhanced social media engagement through regular posting and audience interaction.
- Utilized specialized software to capture and process data.
- Tracked key metrics and developed spreadsheets and data models.
- Wrote engaging and successful marketing, advertising, and website copy.
- Contributed to creating compelling content for the company blog, newsletter, and website.
- Assisted in planning and executing successful PR events, resulting in increased media coverage.

Origins Food and Drink Restaurant - Food Runner/Server

Wilmington, NC

05/2022 - Current

- Service customers and pre-bus tables to assist waitstaff
- Provide my knowledge of the menu at the restaurant when helping customers with their food orders
- Established rapport with customers by providing friendly and attentive service.

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🔗 <https://www.abigailrichardson.net/>

🔗 [Bold Profile](#)

Skills

- Press release writing
- Editing and proofreading
- Teamwork and collaboration
- Problem-solving
- Time management
- Attention to detail
- Problem-solving abilities
- Multitasking
- Reliability
- Excellent communication
- Organizational skills

Education

Expected in 05/2025

North Carolina State University

Raleigh, NC

Bachelor of Arts: Public Relations,
Communication

Department of Public Relations, College of
Humanities & Social Sciences

- Dean's List Fall 2023

- Delivered exceptional guest experiences through attentive service and quick response to issues.
- Managed multiple tasks simultaneously, prioritizing duties effectively for maximum productivity.
- Assisted servers in attending to guests' needs, ensuring a smooth service flow during peak hours.
- Collaborated with the kitchen staff to ensure accuracy of orders, minimizing order errors and complaints.
- Received positive feedback from both guests and management for exceptional work performance and dedication to customer satisfaction.

Sarah Rae - Childcare Provider Nanny

Wilmington, NC

09/2020 - 08/2021

- Keep the living and play environments for kids clean
- Provide tutoring and homework assistance as needed
- Offer newborn care, such as feeding, changing diapers, and clothing
- Fulfill the emotional, social, and physical requirements of the kids in their care
- Be a reliable asset to the parents, as a person they can trust
- Liaised with parents and guardians to discuss child progress.
- Introduced children to educational games and activities to boost learning.
- Applied positive behavior management techniques to enhance social interactions and emotional development.
- Enforced rules and managed behavior through developmentally appropriate discipline.
- Prepared healthy foods and beverages for children based on optimal dietary guidelines and individual restrictions.

Brasserie Du Soleil Restaurant - Busser/Food Runner/Hostess

Wilmington, NC

05/2019 - 08/2021

- Assured guests were welcomed as they entered the restaurant
- Created plans for different special services, scheduled all meal reservations and verified that all dates and bookings were accurate
- Keep facility cleanliness, ensured enough supply to all tables, and ensured a prompt response to specific requests from guests
- Deliver food from kitchen to dining customers and make sure each guest is pleased with their meal
- Provided attentive service and proactively assessed guest needs.
- Arranged tables and chairs for special occasions and events.
- Greeted customers and provided menus upon arrival to dining room.

- Study Abroad: Prague, Czech Republic
- Delta Gamma Sorority Member
- Relevant Coursework: Public Relations Writing & Case Studies in Public Relations

Accomplishments

- Member of the National Society of Collegiate Scholars

- Member of Beta Gamma Sigma Academic Honor Society

References

Available upon request

Campusinvolvement

- Delta Gamma Eta Kappa Sorority, 08/21
- Feed the Pack Volunteer

