

AB / Abigail Buck

(501) 516-6294
ambuck1013@gmail.com
1106 Oak Hill Rd
Bryant, AR 72022

PROFESSIONAL SUMMARY

Efficient student pursuing a web design and development degree who is committed to learning and developing skills. Capable of self-managing and working independently or collaborating with others on group projects. Seeking an internship to advance my knowledge and understanding.

WORK HISTORY

Conway Regional Health System, Little Rock, AR – *Continuous Improvement Fellow*

May 2019 - August 2019

- Planned and facilitated clinical health fair.
- Created and designed flyers, brochures, and patient paperwork.
- Collaborated with executive leaders.

Cracker Barrel Old Country Store, Bryant, AR – *Server and Hostess*

August 2016 - PRESENT

- Speak with guests to ensure satisfaction with food and service, to respond to complaints, or to make conversation.
- Maintain contact with kitchen staff, management, serving staff and customers to ensure that dining details are handled properly and customers' concerns are addressed.
- Check with customers to ensure that they are enjoying their meals and take action to correct any problems.

Love Your School, Little Rock, AR – *Student Intern*

August 2017 - May 2018

- Initiate, facilitate, and moderate classroom discussion.
- Evaluate and grade students' classwork and assignments.
- Prepare materials and classrooms for class activities.
- Observe and evaluate students' performance, behavior, social development, and physical health.
- Organize and label material and display students' work.

SKILLS

Customer Service	Problem-solving	Time Management	HTML
Event Planning	Microsoft Programs	Google Programs	CSS
Adobe Photoshop	Adobe Premiere Pro	Adobe Illustrator	Adobe InDesign

EDUCATION

University of Arkansas at Little Rock

Little Rock, AR

Bachelor of Arts:

Web Design and Development

GPA: 3.6

Graduation: Dec. 2020

- Dean's List 2017-18
- Dean's List 2018-19

Sheridan High School,

Sheridan, AR – *High*

School Diploma

GPA: 3.85

Graduation: May 2017

ACTIVITIES

Career Connections,

Little Rock, AR

Spring 2019

Selected from a competitive pool of applicants for a pioneering career development program with Facebook, including on-going professional development and mentorship. Participated in a two-day intensive in digital marketing, social media analytics, community management and business tools.