

ABIGAIL HOMMELL

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OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

EXPERIENCE

AERMOR Internship, Intern, May 15th - August 4th

- Research new and effective recruiting strategies; develop recruiting plans; screens applicants and sit in on interviews for potential hires; publicize job openings and manage listing site
- Learn to manage key HR processes and daily admin tasks; ensure adherence to company policies and procedures and legal compliance; provide professional and technical assistance to leadership; acts as liaison between HR and other departments
- Learn to coordinate NDA's / Teaming Agreements with potential subcontractors and assist in developing and writing any proposals the company is pursuing
- Learn to generate invoices and process timecards utilizing the Procas System and update financial records and excel records in support of contract finances
- Identify opportunities, collect information (intel), identify ways to influence the client and gain competitive advantages over other companies
- Learn to research potential opportunities for bids; track them, organize, draft, and submit proposals
- Learn to conduct internal audits and prepare audit reports for top management

AERMOR, Technical Writer, December 2021 - Current

- Format technical documents to maintain consistency throughout projects
- Collaborate with subject matter experts to achieve highest product accuracy
- Compose user manuals
- Track project performance
- Ensure readability of complex information

Buffalo Wild Wings, Server/Bartender, January 2019 - August 2021

- Assisted Customers
- Supervised Staff
- Operated cash register and maintained receipts

Scans America, Data Input Representative, April 2018 - December 2018

- Received and responded to incoming and outgoing telecommunication
- Secured and filed confidential paperwork
- Provided computer technology support
- Organized and maintained office area
- Scanned and reviewed document
- Converted hard media to PDF files

Holly's Holidays, Holiday Designer, November 2017 - January 2019

- Provided customer service
- Provided Janitorial duties
- Organized and secured artwork and décor

YMCA, Member Service Representative, August 2016 - November 2017

- Welcomed incoming members/clients into the facility
- Received and responded to incoming and outgoing telecommunication
- Secured and filed confidential paperwork
- Received monthly payments
- Provided computer technology support
- Supervised staff
- Organized and maintained office area
- Assisted in the security of the facility via video surveillance

YMCA, Seasonal and Summer Camp Counselor, September 2015 - August 2016

- Supervised staff
- Assisted in the security of the facility via video surveillance
- Coordinated activities
- Chaperoned field trips

Aéropostale, Sales Associate, May 2015 - February 2016

- Provided customer service
- Organized clothing displays

Little Caesars, Sales Associate, May 2014 - February 2015

- Provided customer service representative

- Operated cash register and maintained receipts

EDUCATION

Tidewater Community College, Associate of Science

General Studies

Dean's List (fall 2016, spring 2017, summer 2017, fall 2017, spring 2018, fall 2018)

Old Dominion University, College of Health Science

Bachelor of Science, Health Science Administration (Graduation December 2023)

Dean's List (Spring 2019, Fall 2019, Spring 2020, Fall 2020, Spring 2021, Fall 2021, Spring 2022, Fall 2022)

SKILLS

- Work well in both a team and solo environment
- Proven ability to handle multiple projects simultaneously, with an eye for prioritization
- Excellent written and verbal communication skills, with attention to detail
- Proven ability to quickly learn and understand complex topics
- Proficient in Microsoft Office applications