Abigail Kreitner

Student at Muhlenberg College working towards a Major in Business Administration with a concentration in Marketing and Management

+1 908.442.9108
abigailkreitner@gmail.com
Lebanon, NJ

PROFESSIONAL SUMMARY

Worked mainly in Serving positions and Marketing, with the common goal of making the workplace the best and most successful. I have been a part of environments that make teamwork a massive factor in completing work. I have many skills in using technology and promoting an organization or Company. My people skills and strong work ethic have led me to where I am today.

SKILLS

// PROFESSIONAL

Time Management

Budget Management

Communication

Fast Pace

Organization

// TECHNICAL

Microsoft Office

Adobe Photoshop

Adobe Illustrator

Google Drive

Excel

EDUCATION

Business Administration with Concentration on Marketing and a Minor in Economics

Current: Muhlenberg College, Allentown PA 2021-current

Highschool Diploma

North Hunterdon, Annandale NJ

2018 - 2021

WORK EXPERIENCE

Waitress/ Barista

Sweet Melissa Patisserie | Lebanon, NJ | May 2020 - Present

- Handled cash flow within the company and allocated money
- Meet customer's needs with critical thinking
- Adhered to timing standards for products and services
- Worked in teamwork focused setting
- Marketing company by posting on Social media and planning out ways to expand the company's exposure to public

VP of Public Relations & Marketing of AXO

Alpha Chi Omega| Muhlenberg College, PA |Nov 2022- Current

- Redesigned Social Media
- Take Charge in executive meetings
- Make weekly goals and plans for the Chapter
- Designed merchandise for the organization and coordinated with vendors

Server

Trump National| Bedminister, NJ | April 2021- July 2021

- Managed calendar of appointments, filled expense reports, and composed and prepared confidential correspondence
- Data analysis on the members
- Kept in tune with Emotional intelligence by managing the emotions of coworkers and patrons