

ABIGAIL WING

279 High Rd Newbury, MA 01951 978/992-7378 awing@umass.edu

LinkedIn: <https://www.linkedin.com/in/abigail-wing-232a581a6>

EDUCATION

University of Massachusetts Amherst

Bachelor of Arts, Commonwealth Honors College, May 2023

GPA: 4.0

Majors: English, History

Minors/certificates/specializations: French, IT, Professional Writing and Technical Communication (PWTC), The Study and Practice of Writing (SPoW)

Awards: Cleo Zoukis Ploussios Memorial Scholarship (2022), John and Abigail Adams Scholarship (2019-2022), Florence Evans Bushee Scholarship (2019-2022), Dean's List (2019-2021), Robert O'Neil Scholarship (2021)

SKILLS:

Programming: Java, Python, HTML/CSS

Other: MS Office (Word, PowerPoint, Excel), G Suite (Google Docs, Google Slides, Google Sheets), Adobe (After Effects, InDesign, Illustrator), Sony Vegas Pro 13, Canva, WordPress, Drupal

RELEVANT EXPERIENCE

UMass IT Communications, Amherst, MA, January 2022 – Present

IT Communications Intern

- Created an FAQ for faculty and staff in Drupal on the university's transition to Microsoft Teams Calling
- Conducted a competitive assessment of peer institutions' web hosting options

UMass Honors College, Amherst, MA, August 2021 – Present

Honors Ambassador

- Conduct information sessions for prospective students and assist with admissions events
- Provide front desk reception support by answering emails and responding to phone calls

UMass Writing Center, Amherst, MA, September 2020 – Present

Writing Tutor

- Assist tutees with writing concerns and work collaboratively to foster an inclusive environment in 45 minute tutoring sessions
- Give 10-15 minute presentations on the Writing Center to classes

UMass HFA Student Leadership Board, Amherst, MA, September 2019 – Present

Executive Board Member

- Work to promote community, connections, and fun in the College of Humanities and Fine Arts

The Scribe Literary Magazine, Amherst, MA, September 2019 – Present

Editor-in-Chief

- Oversee the production of the student-run literary arts magazine of the College of Humanities and Fine Arts
- Use Canva to produce the physical edition in the fall
- Use WordPress to produce the online edition in the spring

Historic Northampton, Northampton, MA, September 2019 – March 2020

Intern

- Researched enslaved people in Northampton in the 18th century
- Worked collaboratively with interns
- Read a variety of written media

OTHER EXPERIENCE

Panera, Newburyport, MA, June 2021 – August 2021

Cashier/Dining Room/Trainer

- Operated cash register in fast-paced environment
- Performed cleaning duties
- Trained new employees

Roots Café, Amherst, MA, September 2019 – March 2020

Cashier/Cook

- Operated cash register and made sandwiches and quesadillas in fast-paced environment
- Trained new employees

Didax, Rowley, MA, June 2017 – March 2020

Office Assistant

- Logged purchase orders into Salespad system and sent emails to customers
- Performed invoicing, mailing, and general organizational duties