

## Abigail W. West

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Brevard, NC 28712

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919-548-0761

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**EDUCATION** University of North Carolina at Chapel Hill, GPA 3.4  
B.A. Studio Art, Spanish minor, May 2009; Study Abroad: Santiago, Chile 2007

### EMPLOYMENT

**Stone Mountain Cabinetry & Millwork**, Brevard, NC June 2014-Nov 2015

Project Coordinator (Apprentice Builder, June 2014-Jan 2015)

- managed the production floor (set schedule, tracked/ordered materials; prepared/tracked jobs through production; acted as liaison between install crews, sales, and production crew)
- restructured systems flow and overhauled documentation to increase accuracy, efficiency, and improve transition to an Enterprise Resource Planning software
- initiated installation of ERP software (M1), including inventory and all production systems
- created a 70-page Policies and Procedures Manual covering all sales, design, and administrative tasks
- designed cabinets, built-ins, and custom items for kitchens and other rooms using 20/20 and Vizio drawing softwares

**Riversong Veterinary Clinic**, Brevard, NC

Dec 2013-June 2014

Office Assistant, Veterinary Assistant

- performed spectrum of tasks related to client interaction and education, patient care, and facilities management; including opening/closing clinic, payment, and medications

**Camp High Rocks**, Cedar Mountain, NC

2012-2013

Hiking Program Head, LEAP Program Staff

- trained and sustained a staff of up to eight counselors, with an Assistant Head
- developed staffing, lesson, and trip calendars for a six-day activity week
- spearheaded a trails project resulting in a new map and placement of 50+ signs
- devised more efficient systems for tracking camper progression, equipment usage, trip evaluation and reporting, and internal communication
- created over 25 lesson plans on backpacking, nature, and primitive skills
- maintained, inventoried, and repaired the program's tripping and lesson equipment

**Abilicious Gluten-free Bakery**, Pittsboro, NC

Dec 2010 - Dec 2011

Owner/Baker

- completed all business start-up; acted as owner, baker, sales clerk, bookkeeper, and designer
  - built and managed website using HTML/CSS through Dreamweaver
  - panelist at the Carolina Farm Stewardship Association's Sustainable Agriculture Conference
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### SKILLS

Basic knowledge of HTML, CSS, and Visual Basic

Proficiency in Spanish

Created own artist website using HTML/CSS in Dreamweaver (2009-now inactive)

## REFERENCES

Carol Hewitt (28 years)  
Founder, Slow Money NC  
(919) 656 - 8889  
info@slowmoneync.com

Lizzie Lange (8 years)  
Education/Facilitation Consultant  
(919) 270 - 9137  
bluegrasslizard@yahoo.com

Ron Lowery (1.5 years)  
Shop Foreman, Stone Mountain Cabinetry  
(828) 553-4235