

# Abigail Gwydir

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## EDUCATION

**University of Miami**, Coral Gables, FL  
*B.A Business Technology, Minor in Interactive Media*  
GPA: 3.389

Expected Graduation: May 2017

**Universitat de Vic**, Barcelona, Spain  
*Semester-long study abroad with a focus in Business, Design and Innovation*

Spring, 2016

## WORK EXPERIENCE

**Synechron, Inc., Interactive Media Intern** Summer 2016  
Worked on various client projects, aided in the redesign and creation of client websites, including the design of icons and graphics with various Adobe software, attended client meetings, and developed an in-company app to improve employee transportation to and from work.

**Synechron, Inc., Finance Intern** Summer 2015  
Responsible for the financial details of 30+ client companies, ensured completion of employee timesheets, completed and submitted invoices to clients, and prepared detailed financial reports.

**UM School of Communication & Human Development, Office Assistant** Fall 2014- Spring 2015  
Assisted the office manager with all necessary tasks, answered the phones, aided students and other visitors, worked on an internal database project for the Dean, and ensured cleanliness in the office and employee lounge.

**A Wider Circle, Client Relations Intern** Fall 2013  
A non-profit organization where I worked on the client relations team, completed client intakes, worked with clients to pick out furniture, food and other supplies, answered client and donor phone calls, and forged lasting relationships with clients.

**Roman Trucking Inc., Office Assistant** Summer 2013  
Worked full time, reconciled invoices, received and organized driver paperwork, dealt with customer service issues, worked on office/truck driver relations, maintained the system, and various other clerical duties.

## ACTIVITIES

**The Hyperion Council, Titan** August 2016-Present  
Provide business consulting to small business owners in underdeveloped communities in the Miami area and internationally; worked directly with various small businesses to develop deliverables to aid them in growth and development across a number of platforms, including finance, business strategy, and public relations.

**Delta Phi Epsilon Sorority, member of the Omega Chapter** January 2015-Present  
Helped raise funds and awareness for our various philanthropies including The Cystic Fibrosis Foundation, Anorexia Nervosa and Associated Disorders, and the Delta Phi Epsilon Education Foundation.

## SKILLS

Skills include proficiency in Microsoft Office, PowerPoint, Excel, Adobe Photoshop, and Adobe Illustrator  
Basic level reading, writing, and speaking Spanish