



ABIGAIL C. JONES

STENOGRAPHER / DIGITAL DESIGNER

EDUCATION

BACHELOR'S DEGREE | DIGITAL DESIGN

University of Maryland
2022 - 2024

CERTIFICATE | STENOGRAPHY

Alfred State Technical College
2022 - 2024

ASSOCIATE'S DEGREE | BUSINESS MANAGEMENT

Hagerstown Community College
2020 - 2022

HIGH SCHOOL DIPLOMA | VISUAL ARTS

Barbara Ingram School for the Arts
2016 - 2020

WORK HISTORY

2016-2023 KINDERGARTEN LEADER | INDEPENDENT BIBLE CHURCH

Martinsburg, West Virginia

Developed lesson plans that paralleled the church curriculum. Taught related history and guided corresponding art projects. Worked with children and their parents to create a learning environment best suited for their skills and age. Cared for a range of disabled children.

2020 CHICK-FIL-A | KITCHEN STAFF

Hagerstown, Maryland

Worked with and maintained various machines to quickly fill unique customer orders. Worked as part of an assembly line team with multiple age groups and maintained assigned areas.

2018 HOMEWOOD | VOLUNTEER

Hagerstown, Maryland

Assisted nurses in delivering necessities to patients. Prepared supplies, food, and games for events. Engaged with residents of a nursing home during events and individual interactions.

2017 CAT PROGRAM | ASSISTANT

Hagerstown, Maryland

Taught artistic techniques, guided students in creating projects, set up supplies, maintained equipment, and organized art displays.

SKILLS

Photoshop



Lightroom



InDesign



Premiere Pro



Spanish



Sign Language



Shorthand Steno



Realtime Steno



REFERENCES

Chris Marion

Children's Director | IBC
(304) 263-5167
ibcww.org

Jennifer Brathwaite

Supervisor | Rehoboth
(301) 223-6335
rehobothumc.org

Alexis Bartlett

Co-worker | BISFA
(301) 766-8840
bisfa@wcps.k12.md.us

CONTACT

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CAREER OBJECTIVE

Four years of art school led to extensive training in design and a wide range of talents. Able to transform websites, edit videos, produce video captions, and create images to match any situation. Trained, organized, and managed several projects and exhibitions with individuals of all ages and skill levels.

AWARDS

AP 3D ART & DESIGN EXHIBIT

AP CollegeBoard
2020 - 2021

TRILOGY ART COMPETITION

Third Place - Sculpture
2017 - 2018

PLAYBILL COVER IMAGE

BISFA Holiday Spectacular
2017, 2018

THEATRE BACKDROP

BISFA at The Maryland Theatre
2017