

Abbey Warbington

SKILLS

- Microsoft Word
- Excel
- PowerPoint
- Publisher
- Adobe InDesign
- Adobe Illustrator
- Adobe Photoshop
- Adobe Dreamweaver
- Wix
- Social Media Platforms
- Data Entry
- Typing (50 wpm)
- Strategic objective execution
- Excellent verbal and written communication skills
- Strong interpersonal skills

WORK EXPERIENCE

- Graduate Assistant at The University of Tennessee Knoxville (August 2024 – present)
 - Assists in grading public relations assignments for design and technical writing courses.
 - Assists in conducting research.
- Daegu Gyeongbuk English Village through Yeungjin University in South Korea (August 2022 – August 2024)
 - Taught situational and practical English skills to elementary, middle school, high school, university, and adult Korean students
 - Developed lesson plans and curricula for entire faculty, specifically aimed toward high school, university, and adult students
 - Acted as high school coordinator through lesson preparation, class delegation and scheduling, pre-test and pro-test proctor, and teacher throughout programs
 - Facilitated university and adult programs as co-coordinator, creating lesson content and delivery for programs such as KITA (Korean International Trade Association), TEE/TESOL (Teaching English in English/Teaching English to Speakers of Other Languages), and Japanese universities
 - Assisted in developing an ESL workbook for the cyber program within the English Village
 - Acted as editor-in-chief for 10 workbooks generated by other staff, delegating editing responsibilities throughout the editing team
 - Held a professional development seminar discussing how to teach high school, university, and adult Korea students through demonstration and application techniques
 - Judged a national speech competition through observing 300+ speeches as video submissions, followed by an in-person 18-student delivery
 - Developed a public relations plan, specifically focusing on internal public interaction and interpersonal communication to increase overall morale, productivity, and efficiency within the workplace
- Graduate Assistant at Auburn University (August 2020 – May 2022)
 - Researched scholarly articles within academic parameters surrounding specific topics allocated by my superior
 - Prepared and executed multiple lesson plans for public speaking at the collegiate level
 - Individually taught four public speaking classes from August 2021 – May 2022 at the collegiate level
 - Engaged in continuous communication with supervisors, cohorts, and students to enhance information dissemination and comprehension
 - Received the 2022 Susan L. Brinson Graduate Teaching Assistant Award (awarded to the teaching assistant who exemplifies the very best in teaching among Auburn's many great graduate teaching assistants based on student evaluations and faculty observations)
- The Pop Porium (May 2020 – July 2020)
 - Eight-week public relations consultant for a gourmet popcorn shop in Starkville, MS as the team lead
 - Designed, enhanced, and launched former company website for specific target publics
 - Generated graphics for various events held and attended by the organization
 - Enhanced social media platforms based on average postal reach and interaction
- Information Assistant at Mississippi State University (August 2018 – December 2018, August 2019 – March 2020)
 - Facilitate visitor and guest relations within a residence hall

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- Maintain a safe and secure environment in residence hall
- Communicate with housing staff to build and strengthen relationships within the residence hall
- Walt Disney World Resort (January 2019 – August 2019)
 - Completed the Disney College Program in Walt Disney World Resort in Orlando, FL
 - Coordinated various jobs within the kitchen of Pinocchio's Village Haus
 - Supervised and assisted new employees during their training
 - Efficiently maneuvered around multiple kitchen facilities
 - Maintained and created guest satisfaction both in person and backstage
- Terminus 330 Event Company (May 2018 – August 2018)
 - Completed a paid public relations internship under the title, "Business & Communications Intern"
 - Produced technical writing for company website, employee handbook, marketing campaign, and email template
 - Designed, developed, and launched partner company website for specific target audiences and publics
 - Researched brochure templates, magazine templates, email templates, and color palates for various company project developments
 - Developed a marketing plan for promoting lower cost package options for event space and services during non-peak times
 - Coordinated outside vendors as possible associates in enlarging the portfolio of services for marketing package

 - Built an email template to engage previous clients' repeat business with new offerings from a developing partner company
 - Completed multiple spreadsheets for organizational ease
- East Cobb Early Voter Registration (May 2018)
 - Records management voting processor
 - One-on-one full-time public communication
 - Interfaced with team members on flow coordination
 - Facilitated coordination of work-week schedules

EDUCATION

- B.A. in Communication with a focus in Public Relations from Mississippi State University May 2020
- M.A. in Communication from Auburn University May 2022

AWARDS AND ACHIEVEMENTS

- Received Mississippi State University's Day One Leadership's "Most Outstanding Individual Contribution to a Community Partner" Award
- Member of Mississippi State University's Chapter of Public Relations Student Society of America

References Available Upon Request