

Abigail Postlewaite

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abbypostlewaite.wordpress.com

EDUCATION:

Pennsylvania State
University, Erie, PA

(September 2013- May 2017)

- Bachelor of Science in Marketing
- Minor in Psychological Science
- Certificate in Consumer Psychology

EDUCATIONAL ACHIEVEMENTS:

- Member of Beta Gamma Sigma
(April 2016- Present)
- Member of Omicron Delta Kappa
(April 2015- Present)
- Dean's List: 6 of 8 semesters
-GPA: 3.54

SKILLS:

Marketing • Psychology •
Written Communication •
Creativity • Research •
Leadership • Organization

TECHNICAL SKILLS:

Indeed • Wordpress •
Google Docs • Photoshop •
Word • Excel • PowerPoint •
Access



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JOB EXPERIENCE:

Lawrence County Association for Responsible Care, New Castle, PA

Central Purchasing Agent/ Administrative Assistant (January 2022- Present)

- Placed orders for the company's eighteen locations & distributed the orders upon their arrival
- Kept detailed and accurate documentation of all requested & completed purchases
- Counted, tracked, and maintained agency supply inventories at multiple locations
- Created and regularly analyzed inventory & pricing databases
- As the temporary position came to an end, the company recognized my value and created this position for me

Temporary Office Assistant (August 2021- December 2021)

- Scanned and organized hard copy documents into the company's electronic filing system

Tempus Transport, Portersville, PA

Recruiter/ Administrative Support (October 2020- July 2021)

- Screened and contacted new leads for employment through the company using multiple recruiting platforms
- Assisted existing applicants throughout the pre-employment process
- Contacted trucking schools to promote the business
- Created investigative reports based on primary data collected through recruitment
- Assisted in training new recruiters for the position

Dollar General, New Castle, PA

Assistant Store Manager (September 2019- October 2020)

- Performed office tasks, including scheduling and ensuring the store's weekly tasks were finished on time

Lead Sales Associate (May 2019- September 2019)

Sales Associate (February 2019- May 2019)

Compassionate Care Home Helpers, Inc., New Castle, PA

Direct Care Worker (October 2018- February 2019)

- Established quality care while aiding clients with in-home tasks

Marketing Director (October 2018- January 2019)

- Independently created and executed a social media marketing plan utilizing Facebook and Instagram

COLLEGE MARKETING EXPERIENCE:

Advertising (Spring 2017)

- Independently created an Integrated Marketing Communications program proposal for the Allentown West Rotary Club of Allentown, PA
- Analyzed Club history and current IMC efforts, as well as market and segment information to create a new IMC plan that will achieve the objectives of the client

Website Design (Spring 2017)

- Developed and designed a blog, ePortfolio, and client website using WordPress

Buyer Behavior Project (Spring 2016)

- Worked with Flagship Niagara League to raise awareness for the Tall Ships Festival in Erie, PA
- Analyzed and edited group papers for content while adhering to a strict timeline
- Created a customized marketing plan with a group based on primary and secondary research
- Conducted a focus group, created an online survey, and analyzed all results in a small group
- Used results to write a final report with a presentation and recommendation to the company