



ABIGAIL CHIPMAN

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Summary

Passionate and creative Digital Media degree specialist with can-do attitude and optimistic personality. Willing to tackle projects to increase brand awareness and enhance public relations. Works quickly and efficiently with great attention to detail and offers superb writing and editing skills. Content Creator with 3+ years of experience. Committed to developing unique content and incorporating editor feedback. Polite and accommodating, bringing 5 years of experience in hospitality and customer service settings. Confident at answering questions, offering information, and completing quick check-in or check-out services. Delivers dynamic service and fosters positive relationships with guests and coworkers. Sincere and helpful when working with guests, families, and coworkers to promote satisfaction and brand loyalty.

Portfolio

<https://www.abbychipman.com>

Skills

- Team collaboration
- Content generation
- Campaign creation
- Trained in Adobe [Premiere, InDesign, Illustrator, Photoshop]
- Project management
- Strengths including digital design tools such as Canva, Pics Art and Square Space
- Strengths in photo/video creation and editing
- Trained in Google Analytics
- Microsoft Office
- Flexible
- Working collaboratively
- Customer assistance and interaction
- Oral and writing communication
- Hospitality services
- Listening skills
- Safety-conscious
- Computer skills
- First Aid/CPR Certified

Experience

Rev Cycle Studio | Baltimore, MD

Video Editor

12/2021 - Current

- Edited video by adding graphics, titles, audio and special effects.
- Analyzed video content for quality control and editorial corrections.
- Managed graphics, sound, music and color corrections for **fitness** videos.
- Collaborated with creative team and director to ensure alignment between artistic vision and editing requirements.

Rev Cycle Studio | Baltimore, MD

Front Desk Receptionist

09/2021 - Current

- Welcomed patrons to front desk and engaged in friendly conversations while conducting check-in process.
- Received incoming calls and coordinated with management to fulfill requests and resolve issues.
- Employed deep-cleaning techniques for areas in need of additional sanitation.

Lily's Healthy Choices | Scituate, MA

Social Media Coordinator

08/2021 - Current

- Wrote social media content to increase engagement with customers.
- Developed and implemented strategic social media marketing plans.
- Created social media marketing strategies and oversaw management of accounts.
- Posted useful, creative, and timely content on social media, blog and website.
- Monitored website and social media traffic.

Loyola University Maryland Baltimore | Baltimore, MD

Fitness Instructor

01/2021 - Current

- Educated and guided clients in safe and appropriate exercises for individual levels of fitness and physical abilities.
- Instructed full range of classes including indoor cycling.

Niro Designs | Baltimore, MD

Social Media Intern

11/2020 - 09/2021

- Wrote and uploaded quality posts for client's various social media pages, improving overall traffic.
- Communicated clearly and concisely, both orally and in writing.
- Utilized Instagram and Facebook to promote products, services, and content.
- Proposed innovative storylines for digital content and developed unique campaigns to promote brand engagement.
- Participated in brainstorming sessions to discuss ideas and develop business campaigns.
- Connected with customers by responding to comments and tagged photos with engaging questions and remarks.
- Monitored, routed, and replied to social comments and inquiries.

Core Cycle Studios Lutherville | Timonium, MD

Front Desk Receptionist

08/2020 - 01/2021

- Provided exceptional, friendly customer service.
- Maintained club cleanliness.
- Welcomed patrons to front desk and engaged in friendly conversations while conducting check-in process.

Pure Nutrition Club | Hanover, MA

Wellness Coach

05/2018 - 01/2020

- Provide exceptional, friendly customer service.
- Receive smoothie/tea orders and process quickly and accurately.
- Provide nutritional information and guidance for 130+ smoothies, teas and supplements as needed.
- Attend workshop training on nutrition and wellness coaching.
- Maintain customer data in club system.

- Maintain cleanliness at all times and restock at closing.
- Achieved Supervisor level as distributor.
- Coached individuals on healthy life choices to improve well-being.
- Developed and maintained excellent member relationships to promote facility offerings and assist with health or exercise questions.

Coffee Barista | Cohasset, MA

Coffee Barista

08/2016 - 07/2018

- Provide exceptional, friendly customer service.
- Receive drink/food orders and process quickly and accurately.
- Operate cash register.
- Maintain cleanliness at all times and at closing.

Scituate Cohasset Youth Football

Cheerleaders | Boston

Assistant Coach

01/2014 - 01/2018

- Worked with younger cheerleaders to perfect skills and ready the team for annual cheer competitions Cradles to Crayons – Annual Gala and Clothing Drives Boston 2015 – 2017.

Education and Training

Loyola University Maryland | Baltimore, MD

Communications- Digital Media

Expected in 05/2022

- Specialization in Digital Media
- 3.4 GPA
- Dean's List Honoree [Fall 2019]
- Dean's List Honoree [Spring 2020]
- Dean's List Honoree [Fall 2020]
- Dean's List Honoree [Spring 2021]

University of Massachusetts | Boston, MA

2019

College of Charleston | Charleston, SC

2018

Interests

EXTRA-CURRICULAR ACTIVITIES:

- Social Media Coordinator for Niro Designs, Niro Designs (2020 – Present)
- Transfer Student Organization (President) – (Sep 2021 – Present)
- Transfer Student Organization (Head of social media and Marketing) – (Sep 2020 – Present)
- Scituate High School Varsity Cheerleader (2017 Cheer Captain) –(2014 – 2018)
- Spanish Exchange Program (2016 – 2017)
- Hispano-Hablamos Club— (2017)
- Scituate High School Varsity Lacrosse Player (2016 – 2017)
- Scituate High School JV Lacrosse Player – (2015)

Languages

English:

Native/ Bilingual

Spanish:

Professional

Accomplishments

- **Lambda Pi Eta, the National Communications Honor Society** (February 2021-Present)
- **Dean's List at Loyola University Maryland** (2019-Present)
- **National Honor Society Inductee** (2017)
- **Science Spectacular Participant, Honorable Mention** (2016)
- **Sociedad Honoraria Hispanica, National Foreign Language Honor Society** (2016)

Activities and Honors

Social Media Coordinator for Niro Designs, Niro Designs

2020 — Present

Transfer Student Organization (Head of social media and Marketing)

Sep 2020 — Present

Feb 2021 — Feb 2021

Scituate High School Varsity Cheerleader (2017 Cheer Captain)

2014 — 2018

Scituate High School Varsity Lacrosse Player

2016 — 2017

Scituate High School JV Lacrosse Player

2015

Spanish Exchange Program

2016 — 2017

Hispano-Hablamos Club

2017

Certifications

- **CPR and First Aid** Certification