

# ABIGAIL K. MARTIN

## ADMINISTRATIVE ASSISTANT

### CONTACT

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### EDUCATION

#### BACHELOR OF FINE ARTS

West Texas A&M University  
May 2024 Graduate

#### HIGH SCHOOL DIPLOMA

Amarillo High School  
May 2020 Graduate

### SKILLS

Communication Skills

Digital & Physical Organization

Efficient Scheduling and Planning

Proficient in Google Workspace

Content Creation (Instagram, Facebook, TikTok, YouTube, X, Pinterest)

Video & Photo Editing (Canva, Picsart, Final Cut Pro, iMovie, CapCut)

Problem-Solving

Time Management

### SUMMARY

I am ready for an administrative position that will help offices communicate and schedule with their community, create space for new ideas, and manage their needs in an organized manner.

### EXPERIENCE

#### BOX OFFICE & SOCIAL MEDIA MANAGER

Brownville Village Theatre

May-Aug 2023, May-Aug 2024

- Sold and reserved all tickets and merchandise via phone, Sqaure, and email interactions with patrons.
- Edited and posted content on a near-daily basis across Instagram, Facebook, and TikTok platforms.

#### ADMINISTRATIVE ASSISTANT

Martins Sheetmetal, Inc.

June 2019- Feb 2025 (Seasonal)

- Recorded all invoices and tracked budgeting via Google Workspace.
- Communicated with customers on specific orders and transferred calls to necessary departments.

#### PRODUCTION MANAGER

Amarillo Little Theatre

Aug-Oct 2020, Oct-Dec 2024

- Assisted to schedule all rehearsals for productions.
- Communicated daily with cast and crew via email and text regarding rehearsals, performances, and outreach events.

#### SOCIAL MEDIA MANAGER

CabinetIQ Lubbock

March 2025-Present

- Gathering and posting content to Facebook and Instagram platforms.
- Communicating remotely with the owners to plan for success and growth on their social media pages.