

# Abigail L. Bowman

Newport, ME  
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## EDUCATION

**Simmons College**, Boston, MA

**Bachelor of Science in Business Administration & Minor in Marketing**, anticipated 2020

GPA: 3.9

*Leadership/Activities*: Business Liaison: Student Government Association Representative 2016-2017, Treasurer 2017-2018; Her Campus at Simmons: Content Contributor and Secretary 2017-18; Colleges of the Fenway Dance Project: Dancer 2018

**John Bapst Memorial High School**, Bangor, ME

**High School Diploma with Honors**, 2016

## PROFESSIONAL EXPERIENCE

**Flair**, Boston, MA

September 2017-Present

**Showroom & Managerial Intern**

- Schedule appointments at busy bridal boutique and customer service relations.
- Prepare showroom preparations by organizing dresses by designer and style to assist consultants.
- Collect client information and summarize bridal needs for appointment consultants.
- Highlight designers in frequent trunk shows by promoting each brand and offering discounted dresses.
- Assist with bridal appointments by gathering pricing, time management, and pulling dresses for consultants.

**Best Dressed**, Boston, MA

September 2017

**Fashion & Marketing Intern**

- Create social media content every week.
- Assist with inventory preparation and store layout.
- Assisted with the planning of One Year Anniversary Party.

**Bowman Constructors**, Newport, ME

May 2017-August 2017

**Office Administrator**

- Completed 60 Request for Qualifications for \$5 Million job which was accepted.
- Assembled Operations & Maintenance Manuals for four completed jobs.
- Attended weekly construction management meetings and prepared weekly meeting minutes which were distributed to all teams.
- Assisted with recruitment events and marketing development.

**Katahdin Trail Saddlery**, Newport, ME

June 2013 – August 2015

**Cashier and Floor Salesman**

- Assisted a variety of customers with product selections that suited their individual needs. Suggested accessories and complementary purchases.
- Prepared outgoing shipments for Ebay and website sales.
- Trusted to perform opening and closing procedures and often times was left to run the store myself.
- Unpackaged and priced incoming inventory.

## SKILLS

*Computer*: Proficient in Microsoft Excel, PowerPoint, Word, Bridal Live

*Languages*: Conversational in Italian