

Abigail Teaford

2970 Englewood Ct. Dover, PA 17315 | 717-819-7981 | teafoaj16@juniata.edu

Employment

Cashier/Pricing Accuracy Consultant/Monitor/
Customer Service Representative for Weis Markets
April 2015—Current

My job consists of scanning items, making sure they ring up correctly, and assisting customers with their groceries. I have received various promotions and several positive customer compliment cards on behalf of my work.

Juniata College Student Admissions Assistant
August 2017-Current

My job involves handling confidential information on prospective students and maintaining their records. I interact with prospective students daily: whether by phone call, letter, or in-person. I work as secretary for my Admissions counselor and edit Admissions publications to be put in the hands of prospective students.

Museum Gallery Attendant
July 2017-Current

My job involves covering the information desk at Juniata College Museum of Art. I make routine checks of the galleries making sure everything is in the correct place and has not experienced any damage. I interact with visitors and occasionally give tours.

Education

Juniata College

Enrolled Fall 2016-Current Student

Studying Museum Studies and History with concentrations in Writing and Art History

Dover Area high school
May 2015 Cum Lade'

Skills

Proficient in Word, Excel, Google Docs, Photoshop, and PowerPoint

Good organization and filing skills

Proposal and report writing

punctual and reliable in completing tasks

approachable and friendly

able to work independently as well as with others

Accomplishments

Picasso Imaginary Portraits Exhibit

I worked in my Museum Education class to write the labels and interactives for the exhibition. I helped to hang the labels and write the text for the gallery guide.

To This Day Presentation

I wrote and performed a play on bullying that was presented to Dover Intermediate school.

I also wrote and performed my own story of my bullying experience. I was honored by Dover Area school board for my work on the project and the impact it created.

Publisher and Editor of the Literary Magazine

I created the layout of the literary magazine. I also received, typed and edited submissions from my fellow students. The magazine was then circulated throughout the high school.

Writer for school newspaper

I took a class on journalism, spending time after school conducting interviews and taking pictures. Eventually all my hard work paid off as my article ended up on the front page of the school newspaper.

Acting in local community theaters

I acted in a wide range of productions with several community theaters, totaling eight productions. The majority of the productions were Shakespeare. I also worked backstage in almost every production as prop mistress or set manager. I was reliable in making sure the show ran smoothly as well as having my lines memorized. I received rave reviews for my commitment to my craft from all of my directors.

Picture Editor and Club Page Organizer for Yearbook

I oversaw the layout of the club and organization section of Dover Area high school's yearbook. While at the same time I edited and imported all the pictures for the whole yearbook.

Volunteer Work

Library Reading Program Community Service Volunteer

I assisted the Librarian with the Reading Program for children. My position involved logging the children's minutes they read into the computer and giving out awards to the children as they reach their goals. My position involved me interacting with parents and children alike. I received a glowing recommendation from the library as to my hard work.

Volunteer at New Hope Ministries/Food Bank

I stocked the pantry's shelves, and interacted with members of the community and staff.

Writer for More Love Letters

I write encouraging letters to strangers who are struggling with various issues, from depression to loss of a loved one. These letters send love and encouragement around the world to those who need it most.