

# ABIGAIL E. HERB

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## Relevant Experience

### Gettysburg College

#### Writing Center Counselor

August 2023 - present

- Meet with students to coach them on research and writing skills, focusing on helping students understand those processes better in order to become more adept at producing clear and cohesive essays and research papers. Provide feedback in a positive and encouraging manner.
- Communicate with professors regarding students' progress, including the concerns brought to me by students, the adjustments or additions we made, and any supplementary materials I provided them.

### New Jersey Angels

#### Case Management Intern

May - August 2023

- New Jersey Angels is a developing chapter of a national non-profit organization that supports foster families across the state
- Designed, then implemented, a new, more efficient online system for onboarding volunteers, thus enabling them to process, train, and assign volunteers faster. As a result of the success of my changes, the board made the decision to assign this responsibility to interns going forward.
- Managed and executed the distribution of donations to participating clients served across the state.
- Produced multiple design templates to facilitate the process of increasing in-kind donations from supporters of the organization

### Moorestown Township Public Schools

#### Educational Paraprofessional

January - June 2021

#### Educational Paraprofessional Substitute

June 2021 - present

- Provide academic support to students in classroom, small group, and individual settings to reinforce prior instruction or to pre-teach upcoming skills.
- Assisted students in developing educational skills and increase their confidence in completing assignments independently.
- Supervise students during lunch, recess, and breaks.

### YMCA Camp Speers

#### Unit Leader

Summer 2022

- Oversaw staff consisting of all counselors and specialists.
- Maintained a positive attitude and set the tone while acting as a support for the staff.
- Led dozens of staff members through pre-summer training.
- Provided performance reviews to staff members and held regular one-on-one meetings to give constructive feedback throughout the summer.
- Planned programming for all-camp events.
- Handled many daily tasks to keep camp running smoothly.

## **Overnight Summer Camp Counselor**

**Summers 2017-2019**

- Brought together diverse groups of new campers to form friendships through team-building.
- Maintained schedule and created activities for campers.
- Responsible 24/7 for camper safety, including waterfront activities, hazardous weather conditions, and medical issues.
- Handled conflict resolution among campers.

## **Overnight Summer Camp Counselor and Leaders-In-Training Counselor**

**Summer 2021**

- Designed lessons and provided instruction to develop teens' skills in selected camp leadership areas.
- Maintained workload of traditional overnight counselor in addition to LIT Trainer responsibilities.
- Gave performance evaluations for LIT participants.

## **Education**

### **Gettysburg College**

#### **Bachelor of Arts Candidate**

Sociology Major, English Minor

Anticipated Graduation: May 2024

### **American College of the Mediterranean Aix-En-Provence**

#### **Study Abroad**

**August - December 2022**

- Took multiple faculty-led excursions to anthropologically significant sites around the south of France.
- Entered the program as a French Language novice, participated in intensive language classes, allowing me to successfully navigate all aspects of student life and integrate with my host family.
- Explored Europe and North Africa with classmates, broadening my experiences.

## **Skills**

### **Confident In**

- All microsoft 365 software
- Analysis through IBM SPSS software
- Website development using Flourish, ThingLink, and WordPress softwares
- Design using Canva software