

Abigail Burnett

Operations Support | Project Coordination | Customer-Centered



Hawkins, TX



(682) 321-2224



burnett.abigailc@gmail.com



www.insightbyabi.com

SKILLS

Process Improvement
Operational Efficiency
Project Coordination
Cross-Functional Teamwork
Client-Facing Communication
Leadership
Staff Supervision
Analytical Thinking
Software: Microsoft Office,
Excel, Trello, Notion, EPIC,
SQL, Tableau

EDUCATION

BACHELOR OF SCIENCE
REMINGTON COLLEGE
2022 – 2024

**ASSOCIATE OF APPLIED
SCIENCE**
REMINGTON COLLEGE
2017 - 2018

REFERENCES | ACHIEVEMENTS

Are available upon request

OBJECTIVE

I'm an adaptable entry-level professional with hands-on experience across multiple industries. I'm looking for an opportunity where I can keep learning, contribute to a team—especially in operations, coordination, or support—and grow into long-term responsibility with the right company.

PROFESSIONAL EXPERIENCE

TILLIS CONTRACTING LLC
Project Coordinator

FEB. 2023 – JAN. 2025

- Managed client relations, coordinated with contractors, managed project documentation, billing, and payroll.
- Directed operations, supervised quality assurance, and oversaw equipment inventory and maintenance.

FM SHORT MANAGEMENT
Leasing Manager

FEB. 2021 – AUG. 2021

- Managed tenant relations and office operations, consistently exceeding sales quotas while supporting community outreach projects.
- Monitored and reported market rate changes and fluctuations.

PLS CHECK CASHERS OF TX, INC
Shift Supervisor

JUN. 2019 – JAN. 2020

- Led multi-location teams to exceed sales goals through targeted marketing, operational improvements, and frontline training.
- Oversaw secure financial operations and resolved escalated customer service issues.

TITAN LAWN CARE, LLC
Director of Operations

JUN. 2017 – MAR. 2018

- Helped improve operations and client communication, which led to a 230% increase in revenue within the first 90 days.
- Built and led cross-functional teams, introduced scalable systems, and secured investor funding within six months.

TA SERVICES
Dispatcher (Temp Position)

JUNE. 2012 – Sept. 2012

- Coordinated time-sensitive logistics using dispatching software and real-time communication with vendors and drivers.
- Helped to optimize route planning and resource allocation under high-pressure environments.

HOT SHOT TRUCKING LLC
Operations Assistant

MAY. 2010 – DEC. 2012

- Assisted the owner of an Alabama-based trucking company from the Florida office, managing dispatch coordination and multi-state client communication.
- Maintained accounts receivable/payable records, processed invoices, tracked payments, and completed banking and administrative tasks.
- Provided personal assistant support, including errands, schedule coordination, and business logistics to ensure smooth daily operations.