

Abigail Dyett

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EDUCATION

University of Northern Iowa, Cedar Falls, Iowa
Bachelor of Arts in Management Human Resources May 2024
● Industrial Organizational Psychology Certificate

Des Moines Area Community College, Ankeny Iowa
Associate's Degree In Librerar Art May 2021

Career Objective

Hardworking individual with proven knowledge of training/ development, employee engagement , and Competency Based performance. Aiming to Intern in human resources.

EXPERIENCE

ChildServe, Johnston Iowa — *Skill Development Assistant*

October 2019- August 2021

- Supported operations with consistent maintenance and updates of corporate files and records.
- Reviewed activities regularly to identify opportunities for improvement.
- Keep the work area organized and clutter-free.
- Completed all required paperwork within anticipated timeframes.
- Assisted patients in accomplishing daily activities such as bathing, grooming, and exercise.
- Worked on patient goals established by families to improve in key areas.
- Experience in working with the Computer Program EDoc.

SKILLS

- Good Oral Communications
- Active Listener
- Versatile
- Trustworthy
- Teamwork Skills
- Obediente
- Empathy
- Problem Solving
- Responsible

Burger King, Grimes Iowa — *Shift Manager*

May 2017- August 2019

- Reported losses, employee behavioral issues, customer complaints, and other significant issues to upper-level management.
- Evaluated performance of associates and mentored underperforming employees on ways to improve.
- Performed facility checks to verify cleanliness and client safety.
- Developed employees to improve their knowledge bases, increase team value and improve leadership potential.
- Developed and maintained effective working relationships with team members, management, and customers to boost company productivity