

CHRISTOPHER ABBAY

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chris-abbey.com

Diligent and detail oriented young professional with a sizable work ethic. Carries in depth experience in an office setting with outstanding customer service and problem solving expertise. An exceptional team player with strong written and verbal communication skills.

EXPERIENCE

One Strange Bird

Chicago, IL
May 2016 - Present

Art Teacher

- *Responsible for instructing students aged 4-11 in the basic principles of art and art history through the execution of various creative projects.*
- *Keeping a rigid schedule and ensuring that projects are completed at their designated times.*

Pierce & Associates

Chicago, IL
February 2014 - May 2016

Judgment Drafter

- *Researched and prepared cases and drafted motions for attorneys to present before a judge.*
- *Reached out to other departments to obtain missing information or communicate possible holdups on a case.*
- *Keeping up detailed internal notes on cases to prevent possible confusion in the firm.*
- *Ensuring all financial information in our judgment package is accurate and correct.*
- *Correcting any errors in a judgment package with a turnaround time of 24 hours.*
- *Maintaining a desk standard of 6 judgment packages per day not including error correction.*

Affidavit Clerk

- *Drafted affidavits that would be presented as exhibits in a judgment package.*
- *Responsible for maintenance of affidavits received from the client.*
- *Maintained correspondence with clients regarding outstanding affidavits that needed to be expedited.*
- *Responsible for the removal of personal information from attached exhibits.*

Irving Park YMCA

Chicago, IL
May 2010 - February 2014

Design Intern

- *Responsible for the creation and production of marketing materials for programs and events for various departments of the YMCA.*

Site Coordinator

- *In charge of running a satellite childcare program and overseeing between 5-7 staff members to successfully achieve education oriented goals.*

EDUCATION

Bachelor of Fine Arts

Major in Graphic Design
Columbia College Chicago
600 S. Michigan Ave
Chicago, IL 60605

TECHNICAL PROFICIENCY

Software

Microsoft Excel Adobe Illustrator
Microsoft Outlook Adobe Photoshop
Microsoft PowerPoint Adobe InDesign
Microsoft Word