

# Abby Lee

## Education

Pratt Institute

August 2023 - May 2025

MFA in Communications Design

Oberlin College

August 2015 - May 2019

BA in Cinema Studies

## Skills

Graphic design, visual research, bookkeeping, interior and spatial design, film and video, textile arts, machine and hand sewing

Adobe Creative Cloud, Quickbooks Online, Microsoft Office, Google Apps, Rhino, AutoCAD, Figma

Proficient in Spanish

## *Everything but Design - Remote*

Interior Design Bookkeeper (February 2023 - current)

- \* Work with interior design firms to handle all their bookkeeping needs -- expense tracking, monthly credit card and bank account reconciliation, sales tax payments
- \* Generate monthly and quarterly reports for clients, with detailed explanation of their overall financial position
- \* Advise clients on ways to grow their business, recommendations for improving workflow on invoicing and general operational processes

## *Charlap Hyman & Herrero - New York, NY*

Interior Design Associate (February 2022 - January 2023)

Interior Design Intern & Assistant (April 2021 - January 2022)

- \* Supported project managers and Principal with full scale interior design, development, and implementation for residential projects, from concept phase to installation
- \* Coordinated and collaborated with architects, vendors, subcontractors, and other third parties
- \* Ordered, tracked, and facilitated installation of FF&E
- \* Assisted with generating and editing client invoices and proposals
- \* Acted as lead designer on multiple projects, facilitated client meetings and 1:1 client relations

## *Freelance Graphic Designer - New York, NY*

(January 2021 - March 2021)

- \* Worked on projects with clients to fulfill desired needs—projects included album covers, posters, assets for Instagram, as well as web design for portfolio sites

## *Lisey's Story / Apple TV - New York, NY*

Covid Testing Coordinator & Office Production Assistant

(August 2020 - November 2020)

- \* Organized and coordinated Covid testing for cast and crew of 500, on one of the first TV shows back in production in 2020
- \* Performed office and set administrative duties; paperwork organization and digital file reconciliation, managed credit card reports and receipts, pick ups and returns

## *Various Film / TV Productions - New York area*

Set Production Assistant (June 2019 - March 2020)

- \* Worked as an on-set production assistant on various TV/film shoots in New York City. Projects included Ramy Season 2 (Hulu/A24), Betty Season 1 (HBO), Grand Army (Netflix), Clifflord the Big Red Dog, and others.

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