

Abby Raffle

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EXPERIENCE

Accounting and Finance Assistant — *Accounting and Financial Management, The University of Texas at Austin*

March 2025 - Present

Support financial operations by maintaining accurate records, handling confidential data, and managing department communications. Serve as the primary contact for financial inquiries, guiding students and staff through processes, payments, and policies.

Administrative Coordinator — *Applied Research Laboratories, The University of Texas at Austin*

Aug 2023 - March 2025

Managed security for U.S. Navy sonar research systems, overseeing compliance, user access, and safety protocols. Created and distributed security documentation and internal visuals using Adobe Suite to improve clarity and efficiency.

Assistant Teacher — *Athena Montessori Academy*

May 2022 - Aug 2023

Directed daily classroom activities for children aged 3–5, ensuring alignment with Montessori principles and state regulations. Spearheaded curriculum development, parent communication, and collaborative improvements with senior educators.

Education Intern — *The Blanton Museum of Art*

August 2018 - May 2019

Supported art education programming through hands-on teaching with children and organizing lesson plans and classroom materials.

EDUCATION

BFA Studio Art — *The University of Texas at Austin*

August 2017 - August 2021

PROFESSIONAL PROJECTS

Freelance Design — *Self-Employed*

May 2020 - Present

Lead the development and execution of design strategies that align with project goals and elevate client vision. Oversee multiple projects from concept to delivery, maintaining brand consistency and clear client communication.

ORGANIZATIONS

Marketing Team — *Glaze Magazine*

August 202 - Present

Design and maintain the website, create layouts, and assist with merchandise development to improve brand presence and user experience.

CERTIFICATIONS

UX/UI Design Certificate — *The University of Texas at Austin*

Graphic Design & Illustration using Adobe Illustrator — *Adobe, Cериport*

SEO Certification — *Hubspot*

Social Media Marketing Certification — *Hubspot*

200-Hour Yoga Instruction — *Dharma Yoga*

SKILLS

Website Design
User Research
User Testing
Graphic Design
Layout Design
Excel, Google Sheets
Adobe Photoshop
Adobe Indesign
Adobe Illustrator
Adobe Premiere
Figma, Figjam
Google Analytics

Office Operations
Public Speaking
Briefings, Presentations
Stakeholder Coordination
Task & Workflow Coordination
Information Architecture
Front End Coding
Technical Writing of Policy
Proofreading, Copyediting
Documentation Preparation
Discretion & Confidentiality
Active Listening