

Abigail Hartge

29742 Fox Club Dr.
Farmington Hills, Mi 48331

248.497.9655
ahartge@umich.edu

Objective

Develop my professional career using writing, editing, communication, and research skills to better the community.

Education

The University of Michigan-Dearborn

Bachelor of Arts

Pre-Law

Major: Communications

Minor: Linguistics/Women's Gender Studies

Dearborn, MI

December 2014

G.P.A: 3.4

Professional Experience

United States Army

Paralegal Specialist
Petroleum Specialist

Law and Administrative:

- Researched regulations and laws for military personnel
- Strong vocabulary with legal terminology and research techniques
- Preparation: Edit and review legal documentations
- Interview Government employees

Organizational:

- Record data for employees, address, contact information up to 500 personnel.
- Provide employees with information about policies, laws, and benefits

Management:

- Mentor new employees
- Develop training activities, monitor activities
- Rate, record and refine new employees career advancement

Leadership Activities and Affiliations

President, SVA- Student Veterans of America

Co-Founder of AOWV- Association of Women Veterans

Member, WILL- Women in Leadership and Learning (Honors Program)

Honors and Awards

Campus Difference Maker Award at the
University of Michigan-Dearborn

Deans List, 2012-2014

Best Warrior 2012, Quartermaster Mi

Military Ribbons/Medals

Non-Commissioned Officer Ribbon

Army Achievement Medal

Certificate of Achievement

National Defense Ribbon

Special Skills

Computer: Microsoft Office, Mac OS

