Abigail Wirtz

Community, Sales, & Admin

I'm passionate about communities and about creative ideas to make them stronger. Early-career professional specializing in entrepreneur support through community-building. Experienced in sales, startup ecosystems, and administration.

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Education

Indiana University, May 2022

- Major in Entrepreneurship & Corporate Innovation
- Minor in Community Development
- GPA 3.83/4.00

Relevant Coursework & Activities:

- **Independent Study in Entrepreneurship**

  Researched the needs of underserved, underrepresented women entrepreneurs under the supervision of Dr. Sara Cochran

- **Shoemaker Scholars**
  Finance & Events Co-Manager

  Promoted innovation & entrepreneurship across campus.

  Provided support & resources to student and local startups through community events.

Skills & Interests

Web development
Design thinking
Community building
Tabletop RPGs
Backpacking & Travel

Experience

Front Desk Associate & General Support
Nashville Entrepreneur Center
September 2022 – Present

- Provide excellent service to all members, creating a welcoming & supportive atmosphere for our founder community.
- Deliver on critical administrative duties to ensure member satisfaction & smooth business performance.
- Perform research & data analytics to assist strategic planning for program, marketing, and membership leads.
- Recruit new members via direct sale by coordinating & leading scheduled tours, managing inbound emails, & connecting interested parties to the team.

Server
Uptown Cafe, June 2021 – December 2021

- Enhanced my understanding of customer service and small business operations.
- Collaborated with team members in a variable and fast-paced environment.

Mgmt, Ops, & Analysis Intern
Summers 2018–2019

- Built a variety of Excel tools for managing and tracking data across two departments.
- Developed 3 webpages to provide an informative and engaging experience for over 20,000 users.
- Communicated product features during client meetings to show progress and collect feedback.