**GRIFFY GRIFFIN**

New York, NY | ggriffin@geemail.com | (212) 555-5555 | https://www.linkedin.com/in/griffygriffin

**EDUCATION**

**Marymount Manhattan College**, New York, NY Anticipated May 2023

*Bachelor of Arts in Business Administration; Leadership Concentration*

GPA: 3.8 | Dean’s List (2019-2021)

**WORK EXPERIENCE**

**Dolphin Restaurant**, Yonkers, NY July 2019 – Present

*Host*

* Greet guests and manage seating arrangements in high-volume restaurant
* Set up and organize events for broad populations of 10 – 200+ customers
* Ensure proper table settings to align with vision of restaurant owner and maintain company brand
* Act as expert for 50+ menu items and advise customers on availability of order modifications
* Maximize restaurant revenue by strategizing best reservation schedules and booking accordingly

**Urban Outfitters,** New York, NY June 2018 – February 2019

*Sales Associate*

* Built rapport with up to 50 customer daily by serving as subject matter expert for store merchandise, answering inquiries, and addressing concerns
* Maintained cleanliness of store by restocking shelves, organizing inventory, and setting up displays
* Performed retail point-of-sale functions, including price checks, returns, transactions, and SKU searches

**Bantam Day Camp**, Bantam, CT June 2017 – August 2017

*Camp Counselor*

* Led group of 15 children, ages 8-10, in daily activities, lunches, and field trips
* Planned and executed two events for camp population of 250+ students: Color War and Talent Show
* Ensured health and safety of campers by organizing medication needs and mediating relational conflicts

**LEADERSHIP EXPERIENCE**

**Marymount Manhattan College Newspaper – *The Monitor,*** New York, NY January 2019 – Present

*Editor-in-Chief*

* Manage daily operations and logistical considerations of newspaper and oversee staff of 14 students
* Proof all articles and blurbs, including editing the layout, content, and formatting for bi-weekly release of 12-page publication

**Marymount Manhattan College,** New York, NY August 2018 – June 2019

*Resident Assistant*

* Fostered development of relationships among 45 first-year residents
* Advised and counseled students on academic, social, and personal questions and concerns
* Managed administrative duties: budgeting, maintenance, room transfers, incident reports

**SKILLS**

*Technical:* Microsoft Office Suite (Word, PowerPoint, Excel); Adobe Illustrator, Photoshop

*Social Media Platforms:* Facebook, Instagram, Twitter

*Languages:* Bilingual Spanish/English