**JUSTICE GRIFFIN**

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**804-381-7975**

OBJECTIVE

I wish to obtain an entry level position with a dynamic company seeking a recent college graduate with 5+ years of customer service and internship experience who learns quickly and flourishes in a team-oriented culture. I am looking to use my coursework, hands-on training and relevant work experience in a professional customer synetric environment.

EDUCATION

**Longwood University Farmville, VA**

*Student May 2019*

* Bachelor of Arts in English
* GPA: 3.389
* Deans List (2 semesters)

WORK EXPERIENCE

**Gilliam’s Law Group Richmond, VA**

*Intern Summer 2013 & 2014*

* Job shadowed Attorney Jim Evans
* Organized and filed law paperwork for court cases
* Attended court cases for observations and assistance as needed
* Coordinated networking conversation for community meetings
* Observed law cases and meetings with clientele

**Chesterfield District Court Chesterfield, VA**

*Intern Summer 2013 & 2014*

* Job shadowed the Honorable Chesterfield District Court Judge, Pamela O’berry
* Attended Chesterfield County General Court and captured notes for Judge O’berry

**Supreme Court of VA Richmond, VA** *Summer 2014*

* Shadowed the Honorable Supreme Court Justice of Virginia, Justice Cleo Powell
* Recommended to attend the Samuel-Hill Tucker law institute and was selected into the program with reference

**Wendy’s Chesterfield, VA**

*Team Member Summer 2015*

* Provided exceptional customer service
* Prepared food orders
* Served as a cashier including drive thru services

**Macy’s Chesterfield, VA**

*Seasonal Cashier Associate December 2016*

* Provided cahier services
* Delivered outstanding customer service
* Organized and restocked merchandise

**Chesterfield Food Bank Farmville, VA**

*Volunteer Winter 2016 &2017*

* Answered incoming calls to the foodbank’s office
* Recorded volunteer’s community service hours
* Helped create emergency pantry baskets
* Volunteered assistance to pack food and book bags for the Summer Kids’ Program
* Registered clients during food distribution

**Robert Russa Moton Museum** **Farmville, VA**

*Intern January 2018*

* Wrote editorial posts of African American accomplishments for Black History Month
* Managed and updated museums social media accounts with history facts
* Provided cashier services in the bookstore
* Created educational outreach programs
* Cleaned and restocked the bookstore

**Target Chesterfield, VA**

*Apparel Associate**May**2018- August 2018*

* Provided customer service
* Provided cashiering services
* Unpacked merchandise and restocked
* Increased sales by organizing display

**Longwood R.C.L. Farmville, VA**

*Resident Assistant March 2017-Present*

* Assisted all residents’ needs, emergencies, roommate conflicts and lock outs.
* Committed to and implemented community/campus connection programs
* Completed audit forms for policy, such as Fire Safety and Health Inspection Forms
* Served on duty including answering ‘on call’ phone for students to call after front desk hours
* Assisted residents in emergencies such as inclement weather, room maintenance and safety issues.
* Provided students with resources that were available on/off campus via programming
* Served as a liaison for the R.C.L Student Advisory Board
* Served as a program center liaison for programming materials

**Accomplishments**

* NSLS (National Society of Leadership and Success) *Inducted Member* 2016
* Longwood NAACP collegiate *general body member* 2016
* Longwood National Panhellenic Council *Vice President* 2018
* Pi Mu Chapter of Delta Sigma Theta Sorority Inc. *President* 2017-2019
* Longwood Mortar Board: *Leadership Geist Chapter Recipient* 2018

**Computer Efficiency**

* Microsoft Applications including Power Point, Excel, and Word.