**Michael Griffin**

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Current Address:Philadelphia, PA 19118

Permanent Address:Boston, MA 02116

**EDUCATION**

**Chestnut Hill College** Philadelphia, PA

*Bachelor of Science in Business Administration*  May 20xx

Minor: Accounting GPA: 3.4

Related Courses: Sales Management and Selling, Advertising Management, Buyer Behavior, International Business Management, Management and Organizational Behavior, Accounting I and II

**LEADERSHIP EXPERIENCE**

**Varsity Soccer*,* Chestnut Hill College** Philadelphia, PA

*Scholarship Athlete*  August 20xx – October 20xx

* Worked with team members to achieve common goals
* Developed strong work habits through rigorous year round training
* Became comfortable working in high pressure situations
* Participated in a program to mentor incoming student athletes
* Contributed to community based projects

**Office of Admissions, Chestnut Hill College** Philadelphia, PA

*Student Ambassador* September 20xx – December 20xx

* Provided tours of campus and promoted the college to prospective students, families, and guests

**WORK EXPERIENCE**

**YMCA** Plymouth Meeting, PA

*Youth Athletic Instructor* September 20xx – Present

* Create a positive learning environment for children ages 3-14 through encouragement and constructive feedback
* Motivate and challenge children to reach and exceed their potential through detailed instruction
* Assist students with special needs

**Kohl’s** Boston, MA

Customer Service Assistant May 20xx – August 20xx

* Processed customer’s returns and exchanges
* Participated in bi-weekly sales meetings with floor managers
* Created weekly reports for Head of Sales on status of top selling items

**ACTIVITIES/HONORS**

Business Student Association 20xx - Present

Student Management Society 20xx - Present

Student Athletic Advisory Council (Treasurer) 20xx - Present

President’s Cup (Highest athletic team GPA) May 20xx

Special Olympics Volunteer October 20xx

Student-Athlete of the Week September 20xx

**SKILLS**

Microsoft Office (Word, Excel and PowerPoint), Canvas, HTML, Netscape Applications, Social Media (Twitter, Facebook, LinkedIn, WordPress) Conversant in Spanish