
Ethan Grant

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Kearns, UT 84118

(435) 218-3345

SKILLS

Windows 10, Office Suite, G Suite, Email, QuickBooks, Cash Management, Office Administration, Online Marketing, Data Entry, Scheduling, Hiring, Payroll, Invoicing, Reception, Beginner Programing (PHP, Java, HTML/CSS), Karate, Musical Instruments, Video and Audio Editing

EXPERIENCE

Cafe Zupas, Lehi, UT - *Culinary Manager*

MARCH 2019 - PRESENT

- Assign and oversee food preparation responsibilities. Build team member abilities and coach them to follow company systems. Ensure recipes are followed, food is fresh, and maintain quality standards
- Manage daily cash, ensure completion of team member shift responsibilities, report on shift accomplishments (revenue, training).

Nebtek, South Salt Lake, UT - *Customer Service Representative*

AUGUST 2018 - MARCH 2019

- Address all customer concerns and questions including troubleshooting, acquiring replacement parts, and arranging repairs. Create invoices for sales and process payment on orders
- Answer phones and emails, and distribute information to relevant departments. Package and ship orders upon completion.

Petroleum Wholesale, Salt Lake City, UT - *General Manager*

FEBRUARY 2017 - AUGUST 2018

- Managed store functions, reported store statistics to district manager. Hired and trained employees. Worked with vendors to maintain inventory and increase sales. Processed invoices and collected payment for in-house and other credit accounts.

Bobby Lawrence Karate, Saint George, UT - *Program Director*

JULY 2015 - MARCH 2017

- Managed all social and live marketing and processed leads, scheduled appointments for prospective students, presented programs and financing options. Managed payment and contract details for students. Taught new students and actively worked to keep retention numbers high.