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# Ethan Grant

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(435) 218-3345

## SKILLS

Audio Editing, Entry Level Web Development & Design, Invoicing, MS Office and Google Workspace, Marketing [Online and Physical] , Payroll , Scheduling, Staff Management and Hiring, Windows

## EDUCATION

### SALT LAKE COMMUNITY COLLEGE

NOVEMBER 2020 - PRESENT [Graduation May 2021]

Certificate of Web Design and Development

## EXPERIENCE

### CAFE ZUPAS Cottonwood Heights, UT [Fast Casual Dining]

*Catering Ops Specialist* [MARCH 2019 - PRESENT]

- Cafe Zupas has an impressive management development training, providing personal and leadership training.
- Responsible for all the location's Catering & Online revenue. Ensuring positive guest experience, food freshness, speed of service, and quality of customer service. Experience increasing revenue by promoting curbside/app orders, ensuring accurate and quick completion of orders. Additional experience in training kitchen staff on report writing, shift duties, and placing stocking orders for store supplies inventory.

### NEBTEK South Salt Lake, UT [Worldwide Cinema Equipment Sales and Services]

*Customer Service Representative (CSR)* [AUGUST 2018 - MARCH 2019]

- Interacting with film professionals worldwide.
- Solely responsible for all facets of customer service worldwide. Responsible for emails, phone calls, order placement, and global order fulfillment. Company CSR training manual contributor.
- Acquired proficiency in Trello and OneNote. Enjoyed my employment. Accepted an offer to increase my skills and management training at Cafe Zupas.

### SUNMART Salt Lake City, UT [Convenience Store]

*General Manager* [FEBRUARY 2017 - AUGUST 2018]

- Sunmart offered introductory retail management skills training.
- Managed all store functions including product inventory, invoicing, house account management, store stats reporting, training of new employees, shift scheduling and payroll distribution.
- The position offered essential skills/team management training and management strategies to accomplish store goals.

### BOBBY LAWRENCE KARATE Saint George, UT [Martial Arts Studio]

*Program Director* [JULY 2015 - MARCH 2017]

- Bobby Lawrence Karate inspired strong personal and interpersonal relationship development.
- Responsible for introductory student instruction, increasing enrollment/lead generation through physical and digital marketing effort, presenting available programs, contract financing options and payment processing.
- Influential in the personal development of my strong self-discipline and confidence in client communications.