

Griffin Criste

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GriffinCriste@Gmail.com

Objective Assistant Director and tutor with experience in customer service, administration, and education. Aiming to utilize my business background and experience to fill a position in the finance and business world. Possesses a degree in Business Administration.

Skills & Abilities

- Knowledge in Mathematics, Sciences and other academics
- Proficient in Microsoft Office and Quickbooks
- Competent critical thinking and problem solving skills
- Understanding how to creatively and effectively teach students
- Experienced in creating and maintaining organized schedules
- Excellent communication skills
- Effective in leadership roles
- Desire to continuously learn

Experience **Assistant Director/Tutor Dates From August 2012 - To Present**
Hermitage Learning Center

- One on one tutoring in all academic subjects for middle and high school students as well as ACT preparation
- Developing a curriculum for credit recovery students
- Billing clientele and entering data into Quickbooks
- Evaluating student's progress of academic knowledge and determining areas of weakness
- Scheduling and communicating with parents and students
- Customer service roles
- Creating documentation for forms and policies
- Advertising/marketing on social media platforms
- Managing 10-15 tutors

Education **Belmont University- Nashville, TN - B.B.A**
May 2012
Gpa 3.5
Core classes involved around business with an emphasis in music

References **Mary Beth Scott**
Business Owner, Hermitage Learning Center
(615)-944-7298