Alan T. Griffith

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OBJECTIVE

Seeking a career utilizing my mathematical, problem solving, and computer programming skills

EDUCATION

THE UNIVERSITY OF SCRANTON	SCRANTON, PENNSYLVANIA
B.S. Mathematics	Graduated May, 2015
RUTGERS UNIVERSITY	SOMERSET, NEW JERSEY
Coding Bootcamp	Graduated March 2019

NOTEWORTHY COLLEGIATE COURSEWORK

Problem Solving	Calculus I, II, & III
Linear Algebra	Logic
Mathematical Proof	Numerical Analysis
Modern Algebra I & II	Applied Combinatorics
Geometry	Computer Science
Micro and Macro Economics	Financial and Managerial Accounting

WORK EXPERIENCE

Billing Analyst, *Trac Intermodal*   April 2019 - Present
Princeton, NJ

- Cleansing data to ensure accurate and timely billing of transportation events
- Review, validate, process, monitor, track, record, and issue resolution of any type of manually submitted invoice and any re-invoicing (submitting of re-bills) to customers for repairs performed on TRAC equipment.
- Work as a team member to think conceptually about ways to efficiently collect data and enhance the database to maximize results/outcome
- Oversee/analyze coding and/or review for correct coding on all invoices received while ensuring accuracy of billing, protecting against vendor error / overcharges.
- Report weekly invoice activity using Pivot Tables and graphs and post to internal website.

Labor Analyst, *Six Flags Great Adventure*   June 2016-November 2018
Jackson, NJ

- Assigned employees specific work locations and jobs to be performed
- Scheduled employees for training, and work days based on necessity, availability, and transportation
- Found solutions for various scheduling and personality conflicts for our employees
- Recorded employee data in company databases

Staffing Supervisor, *Six Flags Great Adventure*   June 2016-November 2018
Jackson, NJ

- Responsible for personnel assignments, reassignments, and immediate movement throughout a working day
- Rewarded and recognized personnel for great work performance
- Handled disciplinary action, and retraining when necessary

Rides Unit Supervisor, *Six Flags Great Adventure*   June 2016-November 2018
Jackson, NJ

- Trained new employees for efficiency and safety
- Ensured guests were loaded and unloaded quickly and safely in the attractions
- Enforced rigorous company safety policies

Tutor, *Huntington Learning Center*   October 2015- December 2018
Lawrenceville, NJ
- Tutored students enrolled in the ACT and SAT prep courses in the areas of Math and Science
- Worked with students on test taking strategy and more efficient problem solving methods
- Conducted practice exam reviews
- Tutored students on an individual subject level. subjects included algebra, geometry, trigonometry, physics, statistics, pre-calculus, and calculus

Booth Attendant, *Borough of Barnegat Light*   June 2009- October 2015
Barnegat Light, NJ
- Handled monetary transactions involving the sale of beach badges to patrons
- Monitored the skate park through enforcement of rules and safety regulations
- Managed tennis court reservations

ACTIVITIES

Scranton Mathematics Competition Team, *University of Scranton*
Scranton, PA
- Competed for the University in mathematical competitions throughout the school year
- Member of the University team for the 2015 William Lowell Putnam Competition
- Scored a 2 on the Putnam Competition

Event Leader, *University of Scranton Campus Ministries*
Scranton, PA
- Lead small groups in various discussions involving spiritual, personal, and ethical growth
- Present and lecture on various topics to all retreat participants as a group
- Design, develop and implement activities, presentations, and discussion topics

Radio Producer/ Talk Radio Host, *University of Scranton*
Scranton, PA
- Wrote, developed, and presented a weekly talk show featuring discussions on current events, philosophy, astronomy, and problem solving.
- Responsibilities included: managing a small group of students and a professional broadcaster, running commercial breaks at appropriate times, and solving technical difficulties quickly and effectively.

VOLUNTEER

The University of Scranton, Scranton, PA
Fall Freshman Move-In
- Assisted Freshman and families with various items on move-in day

Theater Shop
- Built props and constructed sets for all plays during academic season
- Would lead small teams through a daily project
- Many times would teach others how to safely use every day tools (such as wrenches, hammers, electric drills, circular saws, soldering irons, etc.)

SKILLS

Fluent in Programming Languages of: HTML5, CSS3, JavaScript, SQL, and Java
Fluent in Programming Libraries: jQuery, Ajax, ES6, Moment.js, Node, Express, Firebase, CSS Animate, MySQL, Sequelize, Passport, npm, Mongo, Bootstrap, Bulma, Handlebars, React, and MERN
Experience in Programs: VS Code, MySQL Workbench, WordPress, MATLAB, Github, Heroku
Proficient in other coding languages: Python, R, C++, PHP

REFERENCES

Furnished upon request.