**John Griffin**

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**EDUCATION**

**Granite High School** June 2024

* GPA: 3.8 Salt Lake City, UT
* Honors/Awards: National Honors Society
* Clubs: Speech and Debate, Track

**WORK EXPERIENCE**

**Pizza Hut Restaurant** Jan 2023 – Present

*Cashier / Cook*Salt Lake City, UT

* Assisted 30+ customers a day during 5-8 hour shifts, managing order taking and preparing orders
* Memorized menu of over 40 items, effectively communicating relevant information to customers, addressing inquiries, and managing incoming phone calls
* Trained 2 employees in teamwork, order taking, and completing a 12-point kitchen services checklist, ensuring smooth operations and adherence to quality standards

**Smith’s Grocery Store** Mar 2022 – Jan 2023

*Online Order Picker* Salt Lake City, UT

* Picked and packed 25+ customer orders daily with precision and care, maintaining accuracy and quality in product selection
* Communicated effectively with customers to confirm order details and address any substitutions or out-of-stock items
* Maintained cleanliness and organization in the order picking area, including proper storage and disposal of packaging materials

**VOLUNTEER / LEADERSHIP**

**Granite High School** Aug 2023 - Present

*Tutor*Salt Lake City, UT

* Support up to 8 students in understanding course materials, completing homework assignments, and preparing for tests and exams
* Practice confidentiality and professionalism in all interactions with students

**SKILLS / INTERESTS**

* Spanish, Beginner
* Intermediate - Microsoft Word, Excel, Google Docs, Beginner – HTML, JavaScript
* Long-Distance Runner – Run 2-3 times a week, completed a 5K and a half marathon