

Madison Jane Griffin

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EXPERIENCE

Dog Handler/Caretaker, 1900 W Olney, Philadelphia, PA — *Handler*

August 28, 2021- May 2022

I am the full-time handler and caretaker of La Salle University's dog mascot, Angus the Bulldog. I am responsible for overseeing all of his day to day care as well as school events and medical care.

Barry's Buns, 6107 New Jersey Ave, Wildwood Crest, NJ — *Counter*

June 14, 2021- August 22, 2021

I worked at the front counter from 7 am - 3 pm where I answered customers' questions about our products and helped sell our menu. Customer interaction, cash register maintenance, and restock duties were the main focal point of the job.

McDonald's, 7901 Oxford Ave, Philadelphia, PA — *Crew*

December 4, 2020- March 31, 2021

At this location, I worked in the back drive-through in customer service. The job was a fast-paced environment that developed multitasking, customer service, and de-escalation skills.

Verree Pediatrics, 10125 Verree Rd # 303, Philadelphia, PA — *Assistant*

April 2019

Basic data entry of medical records in an office setting. The job required accuracy in spelling and information of the patients. I helped to support their migration from paper files to electronic records.

Editor of Literary Garland, Little Flower High School, 1000 W Lycoming St. — *Editor*

September 2020- June 2021

The Literary Garland was a notable high school club where I edited and evaluated student-written works and entered them into a paper magazine. I developed skills in both Google Docs and Adobe In Design.

President of Model United Nations, Little Flower High School, 1000 W Lycoming St. — *President/Debater*

September 2017- June 2021

Model U.N. was a high school debate club where I was responsible for a team of participants, aiding and developing their public speaking and collaborative working skills. I was a member of this club all four years of high school and was nominated as president during my senior year. During these four years, I remained undefeated in debate.

SKILLS

- Work in a high-stress environment.
- Diffuse situations with patrons.
- Maintain a level head under duress.
- Articulate.
- Work quickly.
- Work collaboratively with others.
- Thorough understanding of social media and trends.
- Proficient in computer use
- Maintaining a balanced register

AWARDS

- Girl Scouts Silver Award
- All- Catholic Orchestra
2017-2020 *canceled 2021
due to COVID

LANGUAGES

English, Basic French

EDUCATION

Little Flower High School, 1000 W Lycoming St. — *High School Diploma*

September 2017- June 2021

La Salle University, 1900 W Olney Ave. — *Bachelors*

August 2021- Present

REFERENCES

Maria Murray, Teacher/ Club Moderator
(215) 470-9268

Mary Ellen Stapone, General Manager
(215) 725-8650

