



# ASHLYNN GRIGGS

 azmg05@cloud.com

 2059148428

 Hueytown, AL 35061

## PROFESSIONAL SUMMARY

Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level positions. Ready to help team achieve company goals. Outgoing candidate providing experience helping non-profit organization with tasks and needs. Friendly and helpful when assisting employees and costumers of all ages requesting services.

## SKILLS

- Character Building
- Administrative Leadership
- Conflict Management
- Interpersonal Skills
- Sorting and Labeling
- Team Collaboration
- Attention to Detail

## EDUCATION

Jefferson County Virtual  
Academy of Learning  
Birmingham, AL • 05/2023

### High School Diploma

- Completed AP course in English, Literature and Composition
- Relevant Coursework: Entrepreneurship & Algebra with Finance
- Completed AP course in World History
- Completed AP course in Human Geography

## CERTIFICATIONS

- ACT WorkKeys National Career Readiness Certification (NCRC) at the Gold Level], ACT

## WEBSITES, PORTFOLIOS, PROFILES

- <http://linkedin.com/in/ashlynn-griggs->

## PROFESSIONAL EXPERIENCE

### Church Of The Highlands - Volunteer

- Completed domestic tasks in shelters and group homes to assist people in need.
- Volunteered at church-sponsored outreach events, providing polite, friendly representation.

### Babysitter

- Played games, worked on puzzles, and read books to young children.
- Communicated positively with children and guardians.
- Monitored children's play activities to verify safety.

### Iris Luxury Hair - Intern Birmingham, AL

- Analyzed problems and worked with a team to develop solutions.
- Interacted with customers in-person to provide information.
- Supported with creating project marketing materials to promote services.
- Demonstrated willingness and interest in learning new tasks and skills.
- Shadowed team members to learn problem-solving and best practices in customer service.



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