Crystal Griffin

lillady122103@gmail.com

HOME: 985-886-6229

CELL: 985-205-7440

**SKILLS:**

• Decisive

• Excellent customer service provider

• Self-motivated

• Team-oriented

• Trustworthy

• Reliable

• Hard Working

• Understands confidentiality

• Strong research skills

• Great multitasking abilities

• Very organized

• Deadline driven

**EXPERIENCE:**

**St. Coroner’s Office**

**65278 Louisiana 434., Lacombe LA. 70445**

**(985) 781- 1150**

**2018, Summer Intern**

Position:

1. Assissted with autoposies
2. Ride along for death scences
3. Assisted with releasing of bodies to Funeral Homes

Reason for leaving: Internship was fulfilled

**Serenity Funeral Home**

**985-875-1131**

**20419 Hwy 36., Covington, LA 70431**

**2018/2021**

Position: I started Serenity as the receptionist , about 6 months later I registered with the LA State Board of Funeral Directors & Embalmers and enrolled into Delgado’s Funeral Service Program.

1. I have embalmned numerous cases with little supervision.
2. I have completed numerous arrangements as lead Director.
3. I am familiar with services and have attended a few.
4. Able to make removals

Reason for leaving: Personal reasons.

**Creole Tomateaux**

**1851 Florida St., Mandeville, LA 70448**

**(985) 951-2650**

**2021-current**

Position: Sales/Cook/Foodtruck

1. Greet customers, take orders, Wait tables, answer phones, bust tables and was dishes.
2. Prep kitchen, fry, grill, expo and catering.
3. Foodtruck sales person, barista and cook.

Reason for leaving: Currently employed.

**Crystal Griffin**

**31331 Cowart rd., Bush, LA**

**(985) 205-7440**

Position: Owner operator, Cleaner 2008/2015 to Current

1. Schedule Cleanings
2. General clean- dust, sweep, vacuum, mop
3. Deep clean- Baseboards, windows, inside appliances, extra shower care all on top of a general clean
4. Bid jobs and write contracts
5. Provide itemized bills and collect payments
6. Established and maintained strong procedure for daily operations

Reason for Seeking New Employment: Currently, I clean houses & work at Creole Tomateaux to have a flexible schedule. Since my parting with Serenity, I was taking care of my grandmother on Hospice. Though my real passion is the Funeral Service Industry. This December, unfortunately, she passed and I'm ready to get back into the field. While furthering my education I would also like to gain the experience needed to gain employment after graduation.

**EDUCATION:**

ACCOCIATES OF GENERAL STUDIES, 2018

Northshore Technical Community College- Lacombe, LA

* Concentrated in Criminal Justice (6 classes away from a Bachelor’s)
* Graduated with 3.8 GPA
* Received the Silky Sullivan Scholarship
* Graduated magna cum laude
* Continuing education in Forensic Science and Biology

ACCOCIATES OF GENERAL STUDIES, 2022

* Concentration in Funeral Service
* Maintaing 3.8 GPA
* Member of PHi Theta Kappa

**VOLUNTEER EXPERIENCE OR LEADERSHIP:**

From 2017- 18, I was a board member for Bush Rec Center’s Booster Club and Concession Committee. As-well as an active coach to the local children in my community. In May of 2018, I was an intern for the St. Tammany Parish Coroner’s office where I experienced and learned the basics of Anthropology and all the other amazing duties performed in the office.