Jack Griffin

Entry-Level Data Entry Clerk

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With a proven track record of automating data processes using Winshuttle, I am highly motivated to leverage my data management skills at Raytheon Technologies. Looking forward to using tools like Readiris to digitize important futures and fuel the organization's goal of efficiently providing state-of-the-art defense technologies.

WORK EXPERIENCE

Wags and Whiskers Pet Boutique - Pet Shop Attendant

2020 - current   Tucson, AZ

- Managed inventory of 315+ pet products with Microsoft Excel, improving stock level visibility by 97%.
- Organized weekly virtual pet care workshops during COVID-19, attracting an average of 68 attendees per session, helping all owners learn the best hygiene practices for their pets.
- Built a centralized knowledge base for pet care on SharePoint, providing access to all employees and enhancing the team's expertise on specific pet issues.
- Conducted daily audits to check the quality of 13 different animal food products in the store, resulting in a ***19% reduction in health-related incidents***.

Camp Bow Wow Tucson - Dog Walker

2019 - 2020   Tucson, AZ

- Walked 29 dogs daily, ensuring all received proper exercise and nutrition between each walk.
- Created a tracking system on Google Sheets, reducing scheduling errors by 31%.
- Delegated tasks effectively to a team of 6 dog walkers, pairing dogs with the walkers they preferred the most, increasing overall productivity by 23%.
- Automated weekly administration work on Winshuttle, speeding up data processing tasks and ***saving 7.3 labor hours every week.***

Happy Tails Dog Walking and Pet Sitting - Dog Sitter

2018 - 2019   Tucson, AZ

- Successfully took care of 139 dogs when they're owners were away, achieving a 94% client satisfaction rate through monthly feedback forms.
- Used Readiris for digitizing client forms and pet records, leading to a ***61% increase in data accuracy***.
- Leveraged Microsoft Access to develop a database containing pet health histories, helping local vets create personalized care plans 2 days quicker.
- Handled a portfolio of 13 high-profile clients with special needs for golden retrievers and huskies, maintaining a 76% retention rate via customized care solutions.

EDUCATION

BASIS Tucson North - High School Diploma

2014 - 2018   Tucson, AZ

SKILLS

Winshuttle; Readiris; Microsoft SharePoint; Microsoft Access; Microsoft Excel; Google Sheets