

Brittany Griffith

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SKILLS

Experienced manager with exceptional customer service and communication skills. Able to learn new software, processes and procedures quickly and adapt to a variety of work environments.

EXPERIENCE

Cresco Labs LLC – Facility Coordinator

April 2023 – Present

- Responsible for all state licensing within the Operations Facility through the Department of Commerce and Division of Cannabis Control
- Overseeing onboarding of all new hires including security access badging and compliance training
- Overseeing all community outreach and volunteering on behalf of our facility within our local communities
- Assist the facility director as needed
- Maintain communication board with necessary information and policies passed down through corporate

Beavercreek Florist Shoppe, Kettering, OH - Manager/Floral Designer

January 2022 – April 2023

- Responsible for all managerial duties including, but not limited to, overseeing daily shop operations, scheduling of staff, purchasing of supplies, maintaining payroll, etc.
- Experienced in wedding consultation, including helping future brides with selecting flowers for their special day, generating quotes based on their floral needs and desires, as well as following through with design and set up on their big day.
- Knowledge of seasonal flowers and greenery, design and arranging, creating arrangements based on special requests, etc.

Midwest Wireless LLC, Beavercreek, OH - Sales Lead/Store Manager

August 2021 - December 2021

- Maintain daily operations of retail store including but not limited to cash management, inventory, sales, technical support.
- Primary duties include assisting customers with purchase of new phones, rate plans, upgrades, billing questions, and phone solutions.

Wheat Penny Oven and Bar, Dayton, OH - Server

November 2016 - April 2021

- Responsible for assisting guests with questions and meal choices,
 - extensive menu knowledge
- Ringing in orders using a custom POS system, assisting with online
 - orders and carryout.
- Working as a team to ensure guest satisfaction.
- Creating an exceptional dining experience for guests.

EDUCATION

Clark State College, Springfield, OH - Theater Management

2005 - 2007

Clark State College, Springfield, OH - Graphic Design

2006 - 2008