

Andrew Griffin

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Skills Summary

- Time Oriented
- Punctual
- Detail Oriented
- Takes Initiative
- Charismatic
- Professional
- Service oriented

Education

Hope Academy High School	Indianapolis, IN	January 2021
● Class Valedictorian		
Ivy Tech Community College		May 2024
● January 2022-May 2024		
● Majoring in Mortuary Science- Cum Laude		
● Passage of the Funeral Service National Boards		June 2024

Employment History

Cashier	Kokomo, IN	March 2020 – January 2021
Arby's		
● Performed excellent customer service, and directly promoted and demonstrated teamwork.		
● Handling all cash/credit transactions; run of operating equipment including but not limited to the cash register and other terminals, as assigned.		
● Complete all paperwork as required by the company and follow all policies and procedural guidelines as implemented by the management team.		
● Complete all the tasks delegated by the management before and after their shift.		

Team Lead	Elkhart, IN	March 2021-October 2021
Worldwide Foam		
● Managed a total of four manufacturing machines.		
● Processed and fulfilled orders for shipping.		
● Consistently on time or early on product releases		
● Communicated with management on inventory and manufacturing needs.		
● Coordinated with the shipping department on product releases.		

Internships

Flanner and Buchanan	September 2023- April 2023
● Within my internship I alternated weeks between the company's care and speedway and Zionsville funeral home locations	
● I would usually go two days a week and stay from 8 till 2:30/or the completion of services	
● In my time working for them I developed skills in both embalming and funeral arranging and directing	

Board and Committee Work

Metro Ministries (Central Indiana District of the United Methodist Church	January 2024- Current
● Metro Ministries provides resources to ministries and ministries to resources.	

- Metro Ministries acts as grant endowment for ministries related to churches and Methodist affiliates (i.e. IU hospital systems, IU Chaplin and Diaconal teams) within Greater Central Indiana.
- The Ministries is 501-3c arm of the Indiana United Methodist Church
- The board meets quarterly to discuss visions for fundraising, the fiduciary standing of the endowment, and to discuss current proposals sent to the board.
- The board also helps coach those writing the grants on how to properly structure and submit grant proposals through a multiple submission process.
- The board also requires my involvement in speaking engagements within the community to promote the resource and to generate fundraising.
- <https://indymetroumc.org/about/>

Indiana United Methodist Annual Conference Planning Committee (Cultivate Joy) October 2023- Current

- The purpose of the Annual Conference Planning Committee is to plan the largest gathering session of United Methodist laity and clergy for voting, worship, and debate.
- The conference will be held at St. Luke United Methodist from June 5-8
- While being on this committee I have focused on coordinating scene dressing with St. Lukes staff and Teter Farms (for fresh florals), aided in the formulation of worship for the Celebration of Life service and the Retiree service.
- I have communicated with others on the board to coordinate the staff and resources needed for each motion of the event,
- I have worked with clergy to integrate lectionary and preaching elements into the event without bending our time threshold.
- I have worked collaboratively with the board to stay under budget and on a healthy financial trajectory throughout the planning process.

Awards

- Received the East Side Optimist Club Award Received
March 2019
 - Received a place in Phi Theta Kappa Received February
2022
 - Dean's list Spring 2022, Summer 2022, Spring 2023, Summer 2023, Fall 2023,
Spring 2024
 - National Honors society Received
September 2022
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