

TYESHA GRIFFIN

1336 Glyndon Ave. Baltimore MD, 21223 • 410-572-7518 • tyeshagriffins@gmail.com

Professional Summary

Caring Mortuary Science student driven to deliver exceptional and professional services to families in need. Committed to coordinating funeral services and offerings seamlessly to simplify the funeral and burial process for grieving families.

Skills

- MS Windows/Operating Systems Techniques
- MS Excel
- MS Power Point
- Program Management/Overview of MS project
- Full-time student majoring in mortuary Science
- 1250 hours of cosmetology field
- Document Imaging Training

Work History

Receptionist, 06/2014 to 10/2015

Holiday Inn Express Suites – 5701 Baltimore National Pike

Answer all incoming calls professionally, promptly, and pleasantly. Arrange meetings and scheduling assist callers with any questions about the company along with assign rooms.

Receptionist, 05/2011 to 07/2023

Humanim – 1701 N. Gay St.

Answer all incoming calls diligently and timely. Arrange meetings and scheduling. Assist callers with any questions about the company also transfer callers to the appropriate person. Distribute all incoming faxes, assist employees with sending outgoing faxes. Distribute and prepare mail or packages for special deliveries or courier service. Sign for all packages and inform employees of their arrival. Monitor postage machine balances and download additional postage as needed.

Teacher's Aide, 05/2003 to 06/2011

Dudley's Learning Center – 928 Kevin Rd.

Assist with homework, clean-up, and activity planning.

Document Scanning Specialist, 06/2010 to 12/2010

Education

Associate of Applied Science: Mortuary Science, Current

Baltimore County Community College – 800 Rolling Rd. Catonsville MD 21228

High School Diploma – 2005

Edmondson-Westside High School – 501 Athol Ave., Baltimore MD 21229