

Jenna Grant

Phillipsburg, New Jersey - (908) - 283 - 3245 - Jenngrant20@icloud.com

Work experience

Barista Trainer

Starbucks (June 2021-Present)

- Barista with over 2+ years of customer service experience accustomed to working in fast-paced work environments, all while interacting and speaking with customers.
- **Key acknowledgments:**
 - Advanced interpersonal skills
 - Proficient communication skills.
 - English proficient
 - Problem-solving

(SA) Student Assistant

Montclair State University (2020-2021)

- Full-time student, assistant and advising students on school protocol, prompting admission to new students and filing forms and working in Microsoft Office,
 - Written reports daily
 - Residential check-ins daily
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Key acknowledgments:

- Advanced computer technicality; Google Sheets, Excel, and Microsoft Word,
- Advanced writing and research capabilities
- Exquisite organization and multitasking abilities
- Excellent communication

Education

- *Arizona State University - English- 2021- present*
- *Montclair State University - Journalism Major - 2020-2021 (Former)*
- *Phillipsburg High School -High school diploma - 2016-2020*