

Kristina L. Griffin

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(Please E-mail for address and phone)

OBJECTIVE	A career position or management development program opportunity that leads to Project Manager Professional certification.
EDUCATION	Vanderbilt University , Nashville, TN Bachelor of Science , School of Engineering, May 2009, Cumulative GPA 3.22/4.0 Double Major: Engineering Science and Human/Organizational Development (HOD) Minor: Engineering Management. HOD Focus: Leadership and Organizational Effectiveness
RELEVANT COURSEWORK	Program & Project Management · Systems Engineering · Statistics · Finance & Accounting Marketing Technology · Technical Communications · Organizational Change Management
PROFESSIONAL EXPERIENCE	Hospital Corporation of America (HCA, Inc.) , Nashville, TN <i>Project Management Office Intern (paid)</i> Sept.-Dec. 2008 Conducted a SWOT (<i>Strengths, Weaknesses, Opportunities and Threats</i>) Analysis to identify and craft a strategy for improvement. Created a project manager orientation program; developed an employee Instruction Manual and PowerPoint presentation, referencing tutorials for project management software systems. May-July 2008 Southwest Airlines , Nashville, TN <i>Marketing Intern (paid)</i> Planned and executed an Independence Day PR event at Nashville's Airport, attracting hundreds of SWA and American Airlines travelers per hour. Produced an environmental scan of SWA's top ten competitors gaining market knowledge and improving strategic planning. June-Aug. 2007 Town and Country Resort and Convention Center , San Diego, CA <i>Convention Services Intern (paid)</i> Managed over 9,000 sq. ft of Convention Services meeting space. Served as liaison for Convention Services Director, clients, and service personnel. May-July 2006 Effectiveness Through Communication Inc., (ETC) , El Cajon, CA <i>Media Assistant/ Event Planner Assistant</i> Administered research survey to hundreds at community redevelopment event. Electronically organized merchandise data entry for store reopening.
SKILLS	Computer: Microsoft Suite · Word, Power Point, Excel, Project, Outlook, Access, & Publisher Other: FEMA Emergency Management Certification
AWARDS	Dean's List , School of Engineering (2008 and 2009) Student Marshall , Class of 2009, School of Engineering
LEADERSHIP	Program Manager, VIBE , Vanderbilt's Diverse Hip Hop Dance Co. Managed and coordinated activities of five dance team committees providing publicity, fundraising, special events, costumes and VIBE Show projects. Attracted over 500 attendees and generated \$2500.00 in ticket sales revenue. Morale Captain Volunteer, Dance Marathon During a 14 hour Dance Marathon event, increased attendance by improving morale. Training Leader & Entertainment Dance Chair, Kappa Delta Sorority
COMMUNITY INVOLVEMENT	Alternative School Break (Spring Break 2007) – Cool Girls Inc., Atlanta,GA Mentored and tutored inner-city school girls in after school program