# Joseph Griffiths

Annapolis, Maryland • joeygriffiths77@gmail.com • 410-562-9006


# Education

# Marquette University Milwaukee, WI

# Bachelor of Science in Business Administration May 2026

Majors: Real Estate, Finance - Commercial Banking Concentration GPA: 3.27/4.00

# Professional Experience

# Assistant Harbormaster Annapolis, MD

# City of Annapolis August 2021 – Present

* Complete $1000 on average of transactions each day, 40% higher than the industry average
* Interact with at least 30 customers daily, addressing inquiries, resolving issues, and providing excellent service
* Prepare detailed incident reports, documenting observations, actions, and outcomes to support legal proceedings and investigations

# Social Media Manager Milwaukee, WI

# Barstool Sports January 2024 – Present

* Manage Instagram, Twitter, and TikTok accounts with 27k, 6k, and 550 followers respectively
* Design and promote Barstool merchandise, generating an average of $1000 monthly
* Post engaging content on social media 1-2 times per day

# Leadership

**Chief Administrative Officer & Founding Member**

Marquette Consulting Club November 2023 – Present

* Keep accurate records of all club meetings
* Main point of contact for all 150 club members
* Conduct interviews with all would-be applicants, 100 conducted to date

**Secretary**

Delta Chi November 2023 – Present

* Engage in leadership workshops and activities within the fraternity, honing skills in team collaboration and organizational management
* Keep accurate records of all 70 members' grades and status in the fraternity
* Main point of contact between the chapter and headquarters

# Volunteering

**Tutor**

Marquette Volunteer Corps August 2023 – January 2024

* Dedicated time to tutoring refugees from kindergarten through college in language acquisition, cultural understanding, and academic subjects
* Managed groups of students up to 15, 3 times larger than the average group size
* Facilitated learning sessions on local culture, customs, and language

# Relevant Class Projects

**Biz-Café Business Simulation CFO**

BUAD 1001 September 2022- December 2022

* Aided in managing a coffee shop generating up to $16,000 in revenue and up to 4,000 cups sold weekly
* Analyzed balance sheets, income statements, and statements of net cash flows to determine variance rates to compute weekly purchases to negate raw materials waste

# Extracurricular

**Commercial Banking Club**

Active Member September 2023 – Present

**Financial Management Association**

Active Member

 January 2024 – Present

# Relevant Courses

Advanced Financial Management, Introduction to Banking, Financial Accounting, Managerial Accounting, Microeconomics, Business Statistics/Analytics, Fundamentals of Calculus