

Griffin Oaks

205.305.3582 | jgoaks@crimson.ua.edu

EDUCATION

Bachelor of Science in Commerce and Business Administration, December 2019

The University of Alabama, Culverhouse College of Commerce, Tuscaloosa, AL

Major: Finance

GPA: 4.0/4.0

President's List, University Honors College

COURSE WORK EXPERIENCE

Financial Institutions and Markets

Intermediate Macroeconomics

Business Finance

RELEVANT WORK EXPERIENCE

Golf Course Maintenance, May 2017- August 2018 (40-60 hours/week-Summers Only)

Birmingham Country Club, Birmingham, AL

- Communicated with supervisors to accomplish daily tasks
- Trained high school students on performing jobs
- Greeted golfers to ensure hospitality

Legal Office Runner, August 2017- Present (8-13 hours/week- School Year Only)

Cross and Smith LLC, Tuscaloosa, AL

- Read and summarized client medical records and gave feedback to attorneys
- Organized paper files, Microsoft Word documents, and Microsoft Excel Spreadsheets
- Receptionist

VOLUNTEER SERVICE

Mercedes Marathon Weekend water station volunteer, Birmingham, AL, February 2017

Kids Club with Calvary Baptist Church, Tuscaloosa, AL, January 2017- May 2017

Brookside Cyclocross Race Setup, Brookside, AL, October 2016

Move in volunteer for Freshman at the University of Alabama, Tuscaloosa, AL, August 2017

SEC Baseball Tournament batting practice attendant, May 2018

HONORS & ACTIVITIES

Recipient of Presidential Scholarship and Alumni Scholar Award

AP Scholar with Honor

The University of Alabama Triathlon Club (Spring 2017)

University of Alabama Pre-Law Student Association

Winner of three road races (running) in 2017-2018

COMPUTER SKILLS

Proficient in Microsoft Word, Excel, and Powerpoint