

# Thomas Griffith

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## Education

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### Lehigh University

Bachelor of Science in Business and Economics  
Majors in Finance and Supply Chain Management

Expected Graduation: May 2024

GPA: 3.38

**Related Coursework:** Investments, Corporate Finance, Supply Chain Planning, Financial Accounting, Managerial Accounting, Introductory Computer Science, Business Analytics, Microeconomics

## Work Experience

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### Astral Insights - Market Research Analyst

August 2022 - Present

- Creating competitor research reports that identify new opportunities to expand the firm's current clientele
- Presenting opportunities to partners and management team

### Ryder Supply Chain Solutions - Outbound Logistics Intern

May 2022 - July 2022

- Utilized Microsoft Excel and VBA to assist department in cross shift labor and volume planning
- Reduced gap time between picks by 20% by identifying error in performance tracking system
- Analyzed warehouse picking patterns to identify opportunities to optimize labor and meet trailer load cutoff times
- Compiled data in WMS to identify associates that could be retrained to improve working efficiency
- Filled vacancy of temporary Outbound Team Lead through assisting department of 8 hourly employees

### Bear Creek Mountain Resort - Lift Operator

December 2020 - August 2021

- Curated personal customer service by helping individuals load and unload lifts, offer directions to resort attractions, and act as a point of contact between the resort and customers

### Tom's Lawn Care - Founder

May 2020 - June 2021

- Founded startup lawn company in Allentown, PA specializing in routine lawn upkeep and landscaping
- Built clientele of 14 recurring and one-time customers, with a client retention rate of over 80%, and revenue of \$1700 in fiscal year one

## Campus Activities and Leadership

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### Student Senate – Bethlehem Outreach Committee

August 2022 - Present

- Planning initiatives for first-year students to receive credit for engaging with local businesses and events
- Collecting feedback from South Bethlehem organizations and small business owners on how Lehigh University can better contribute to the greater community

### Lehigh Consulting Group – 3 Dimensional Captures - Analyst

January 2022 - Present

- Built dynamic financial models to track expenses and make revenue projections under varying assumptions
- Presented opportunities for tax and cost benefits for small businesses such as tax-deductible purchases and the Work Opportunity Tax Credit

### Sigma Phi Epsilon, PA Epsilon – VP of Communications

February 2021 - Present

- Compiling 800+ alumni contacts from 2 databases in MS Access and Excel to create quarterly email chains
- Planning 100-person alumni golf outing by coordinating with alumni through established communication channels

### Lehigh Office of the First Year Experience – Orientation Leader

March 2022 - August 2022

- Mentored group of 17 first-year students during orientation through engaging programming in areas such as succeeding in classes, getting involved, and living away from home

### Sigma Phi Epsilon, PA Epsilon – Philanthropy Chair

February 2021 - January 2022

- Created social media campaign for Terri Brodeur Breast Cancer Foundation raising \$1864.
- Conducted Relay for Life fundraiser, raising \$2686 for cancer research and patient support.

### Boy Scouts of America – Eagle Scout with Bronze Palm

Achieved September 2019

## Skills

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- Microsoft Office, MS VBA, QuickBooks, Python, R, Power BI, SCALE WMS