

# Anderson Griffis

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Authorized to work in the US for any employer

## Work Experience

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### **Inventory and Logistics Specialist**

Sustainable Health, LLC-Boulder, CO  
July 2023 to Present

- Picks, counts, tags and packages products for outgoing orders
- Coordinates and schedules deliveries of products
- Prioritizes orders based on delivery date
- Regular use of Wholesale Customer Relationship Management (CRM) software system
- Track return payments
- Receive incoming deliveries
- Receive and file manifests
- Receives and counts cash/checks.
- Transfer cash and checks to Director Of Wholesale
- Auditing and adjusting inventory as needed

### **Assistant Store Manager**

Mile High Medical Cannabis, LLC (dba Lit)-Denver, CO  
April 2022 to May 2023

- Verified cash deposit from previous days sales.
- Checked METRC for incoming shipments so I could let my team know what to expect throughout the day during our morning meetings.
- Accurately taking inventory of incoming shipments and ensuring I have a signed copy of said product's manifest and all information is correct.
- Understood the POS system and frequently pulled reports from multiple platforms to pinpoint cash discrepancies or product mis-sales.
- Closed out each drawer at the EOD and ensured the stores money was accurate - Put these numbers into a chart to email out to all applicable company parties.
- Understood local cannabis laws and always made sure my sales were compliant and my team was up to date.
- Frequently used Excel to decide the order in which products should hit the floor and create reports
- Professionally communicated with outside contacts, such as vendors.

- Efficiently managed team, provided support, wrote performance based 90 day reviews, and write ups when necessary.
- Set sales goals for the team, made them fun and rewarding in order to meet company's needs.

### **Patient Care Specialist**

Green Thumb Industries-Chicago, IL

December 2021 to April 2022

- Verified medical and recreational guest identities by making sure they had an acceptable document for me to scan before they entered into the main part of the building.
- Greeted guest when they entered the building and assisted them with any questions they have while placing an order.
- Familiarized myself with our products to give my guest the best recommendation based on what they wanted out of our product.
- Basic cashiering duties

### **Medical Cannabis Advisor**

GrowHealthy-Pensacola, FL

March 2021 to November 2021

- Used cannabis knowledge and open-ended questions to learn each patients particular needs and preferences in order to point them in the direction of a product that will best suit them.
- Dispensed cannabis safely and legally always staying in line with Florida & MMUR guidelines and laws.
- Checked patients in at the reception area by verifying their identity, scanning in their medical card, putting their information into the queuing system, and writing out their available allotment.
- Fulfilled incoming online orders by dispensing and then pulling the products
- counted inventory at EOD, verified count with the shift lead, put numbers into a spreadsheet for the opening crew.

### **Shipping and Receiving Clerk**

Shoe Station-Pensacola, FL

2017 to 2018

- Scanned, recorded, and verified received inventory during weekly shipments.
- Created labels and manifested orders
- Prepared products for their destination facilities in a timely and organized manner

## Skills

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- Pricing
- Team Management
- Time Management
- Adaptability
- Customer Service
- Professionalism
- Logistics
- Interpersonal Communication
- CRM software (2 years)
- Organizational skills
- Computer operation

- Google Workspace
- Attention to detail

## Certifications and Licenses

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### **Driver's License**

#### **MED Badge**

February 2026