



# JARVIS PETTIS

 jpettis00@gmail.com

 662-371-5295

 Oxford, CT 06478

## PROFESSIONAL SUMMARY

Complex problem-solver with analytical and driven mindset. Dedicated to achieving demanding development objectives according to tight schedules while producing impeccable code.

## SKILLS

- Customer Service (10+ years)
- Google Drive
- Time Management
- Retail Sales (5 years)
- Customer Service (8 years)
- Marketing (5 years)
- Sales Experience (7 years)
- Sales Management (5 years)
- Logistics
- Spanish (3 years)
- Choosing Most effective strategy to inspire and influence others to meet business objectives.
- Responding to customer situations with sensitivity
- Motivating others to achieve objectives and identifying improvements or corrective actions.
- Understanding and applying mechanical concepts and processes
- Attention to detail
- Tendency to be reliable, dependable, and act with

## ACCOMPLISHMENTS

- Collaborated with team of 4 in the development of Agriculture fertility probability simulator
- Collaborated with team of 5 in the development Pharmaceutical Prescription tracker AI assistant

## WORK HISTORY

### **Bedzzz Express - Assistant Manager**

*Oxford, MS • 01/2022 - Current*

- Monitored cash intake and deposit records, increasing accuracy and reducing discrepancies.
- Helped with planning schedules and delegating assignments to meet coverage and service demands.
- Offered hands-on assistance to customers, assessing needs and maintaining current knowledge of consumer preferences.
- Completed regular inventory counts to verify stock levels, address discrepancies and forecast future needs.

### **Arrow Workforce Solutions - On-Site Supervisor**

*Memphis, TN • 07/2020 - 12/2021*

- Evaluated staff performance and provided coaching to address inefficiencies
- Provided reporting for forecast analysis and ad-hoc reporting in support of decision-making
- Maintained overall safe work environment with employee

integrity

- Management & leadership skills: Planning & execution

## EDUCATION

**Oxford High School**

Oxford, MS

*High school diploma*

**University of Mississippi**

Oxford, MS • 05/2016

*Bachelor of Science:*

Computer Science And  
Programming

## CERTIFICATIONS

Base Camp Coding Academy -

Certificate of completion

training programs and enforcement of safety procedures

- Educated staff on organizational mission and goals to help employees achieve success
- Developed effective improvement plans in alignment with goals and specifications

**FedEx - Supervisor**

*01/2020 - 06/2021*

- Observation and analyzation of overall Efficiency of premium shipping department which includes supervision of 20 employees, and reporting of that to upper management
- Maintaining of the day to day activities of my team and the shipping department

**America's Car-Mart - Assistant Manager of Operations**

*West Memphis, AR • 01/2018 - 10/2020*

- The management of all expenses of dealership
- Management of all business finances
- Budgeting of all expenses of facility
- Being customer service based/ in house financing role also includes the management of in house collections
- Supervision of on average 12 employees per day
- Management of all proceedings in and throughout dealership on a day to day basis
- Management of day-to-day operations
- Assurance of customer satisfaction at all times
- Management of sales and collections teams
- Enhanced employee management by developing schedules, tracking time and administering payroll.

**Ashley Furniture Industries - Supervisor/Manager**

*02/2018 - 07/2019*

- I operate a clamp truck, reach truck, order picker , pallet jack, and scissor lift
- Sit down forklift as well
- I am the lead man on my team right under my supervisor for phase 6 shipping
- I coordinate my team and also hit the floor as needed to achieve goals of pph and ppn.

**Chipotle Mexican Grill - General Manager**

*Oxford, MS • 08/2016 - 12/2018*

- Managed budget implementations, employee reviews, training, schedules and contract negotiations.
- Developed and maintained relationships with customers and suppliers through account development.
- Reduced costs, managed delivery schedules and performed risk analysis to improve overall profitability.
- Drove year-over-year business growth while leading operations, strategic vision and long-range planning.

Willing to relocate: Anywhere

## **ADDITIONAL INFORMATION**

- Ready and willing to steadily progress and grow. , Willing to relocate: Anywhere, Authorized to work in the US for any employer

## **LANGUAGES**

**Spanish**



Limited Working