



# JARVIS PETTIS

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 662-371-5295

 Oxford, MS 38655

## SKILLS

- Customer Service (10+ years)
- Certified Programming Languages

:

Python  
HTML  
CSS  
Django  
SQL  
Java  
Javascript  
C#  
Spring  
React

- Google Drive
- Retail Sales (5 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.
- Understanding and applying mechanical concepts and processes
- Attention to detail
- Tendency to be reliable, dependable, and act with integrity
- Management & leadership skills: Planning & execution

## EDUCATION

Oxford High School  
Oxford, MS

## PROFESSIONAL SUMMARY

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

## 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 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

*Memphis, TN • 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
- Applied strong leadership talents and problem-solving skills to maintain team efficiency and organize workflows.

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

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

## *High school diploma*

### **BaseCampCodingAcademy**

Water Valley, MS • 08/2023

**Certification:** Computer Science  
And Programming

## **CERTIFICATIONS**

Base Camp Coding Academy -  
Certificate of completion

- 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**

*Ecru, MS • 02/2018 - 07/2019*

- Operation of PIV including: clamp truck, reach truck, order picker , pallet jack, sit down forlift, and scissor lift
- Lead operator for phase 6 shipping
- Cohesive coordination of team, Hands on approach as needed to achieve goals of PPH and PPN.
- Evaluated employee performance and coached and trained to improve weak areas.
- Monitored workflow to improve employee time management and increase productivity.

## **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

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