

# Jarrett Davis

**MED BADGE# 146451**

Thornton, CO 80229

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## Professional Summary

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Actively seeking position in the cannabis industry.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Delivery Driver**

Cannabis Transport-Denver, CO

December 2023 to August 2025

- Independent, detail oriented and flexible
- Strong customer facing communications skills, in person and on the phone
- Punctual and able to keep on schedule
- Aptitude with driving applications
- Ability to adapt to unexpected changes during routes
- Ability to lift 25-50lbs (max of 100lbs) per Green Dragon route repeatedly throughout the day
- Navigating city and rural mountain roadways
- Ability to professionally and calmly troubleshoot issues throughout the route
- Ability to drive in all weather conditions, particularly snow
- Availability and flexibility to complete assigned routes-your day ends when your route ends
- Punctuality, patience, organization and customer service
- Over 1,100 stops made and over 100,000 packages delivered.

### **Farmer**

LiveWell-Denver, CO

August 2023 to December 2023

- Preparing and loading tables in veg and flower.
- Ensuring the accurate scanning of METRC tags for newly loaded plants.
- Trellising plants for proper growth.
- Building a canopy by spreading plants using a trellis to optimize growth.
- Manicuring plants to maintain health and optimize yields.
- Harvesting mature plants.
- Cleaning and maintaining all areas, equipment, and material throughout the department.
- Other duties as assigned, including, but not limited to assisting other departments to help facilitate the additional and/or supplemental work such as trimming, packaging, cleaning and light maintenance as needed throughout the facility.

- Adhere to all work safety requirements, as instructed in the WPS training.
- Wear protective clothing such as coveralls or lab coats supplied by LivWell, along with PPE including hair nets, beard nets, Red Wing shoes.
- Before exiting the facility remove protective clothing and ensure that there is no cannabis on your personal clothing, shoes, or hair.

### **Cannabis Packaging Associate**

Dixie Elixirs-Denver, CO

January 2023 to August 2023

- Packaging and preparing orders for fulfillment
- Weighing or counting items for distribution within plant to ensure conformance to company standards
- Assembling customer orders from stock and placing orders on pallets or shelves, or conveying orders to packing station for the shipping department
- Quality control of daily fulfillment orders
- Properly preparing small package shipments for shipping
- Shipping small packages utilizing shipping software
- Preparing fulfillment orders for less than truckload shipments
- Distributing department transfers
- Consolidating products, removing empty boxes and pallets
- Cycle Counts – physical counting of all items
- Verifying the accurate count of received products and preparing documentation
- Putting products away in the warehouse following department processes
- Accurate Data Collection
- Reading and understanding the company standards of procedures for instructions and specifications specific to the manufacturing of a job. Produce all jobs according to the specifications and instructions within the standard of procedures.
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem solving skills
- Ability to prioritize tasks
- Ability to function well in a high-paced and sometimes stressful environment

### **Artist Development**

G&J Enterprises, LLC-Denver, CO

June 2021 to December 2022

- Creating storyboards and sketches to illustrate martial art concepts.
- Developing character concepts, including creating sketches or designs of new characters or revising existing ones to fit new story lines or cultural influences
- Maintaining relationships with other members of the team
- Collaborating with other artists and designers in order to share ideas and reach consensus on which concepts will be used for each session
- Researching trends in fashion, technology, popular culture, and other areas that have an impact on the type of artwork being created
- Scheduling individual and group lessons.
- Informing students about the historical and theoretical underpinnings of these techniques.
- Fostering discipline and respect within the classroom.
- Supervising students to ensure that interactions remain safe at all times.
- Encouraging the appropriate use of techniques learnt, both within and outside of the classroom.
- Informing students about their progress.

- Providing lectures and demonstrations to parents, companies, and other members of the public to promote safety.

### **FedEx Package Handler**

Fedex Supply Chain-Greenwood, IN

February 2020 to June 2021

- Inventory control
- Maintaining records of inventory levels and product movements in accordance with company standards
- Performing basic physical tasks such as lifting boxes, stacking items on shelves, or cleaning up spills.
- Following safety regulations regarding hazardous materials or equipment used in the warehouse environment
- Report numbers to supervisor.
- Loading trucks with freight for shipping purposes
- Making sure that items are stored in appropriate conditions and according to company policies.
- Scan items into specific location.
- Communicating with other team members to ensure that items are in the correct location.

### **Member Service Representative**

Planet Fitness-Denver, CO

November 2018 to July 2019

- Greet members and guests warmly, providing a positive first impression of the club
- Assist with membership sales, including processing applications, payments, and upgrades
- Answer incoming calls in a professional manner, responding to inquiries and resolving issues
- Maintain accurate records of all transactions, ensuring compliance with company policies and procedures
- Provide information on club services, programs, and amenities
- Monitor and maintain cleanliness of the facility, reporting any maintenance or safety concerns to management
- Ensure that all equipment is properly functioning and maintained
- Handle customer complaints and disputes in a timely and professional manner
- Process cancellations and refunds as needed
- Assist with marketing initiatives, such as distributing promotional materials and participating in community events
- Participate in staff meetings and training sessions

### **Quality Assurance Analyst**

Conduent Business Services-Indianapolis, IN

December 2015 to 2017

- Reviewing and auditing incidents, email and telephone interactions along with reviewing and investigating
- customer survey responses
- Facilitating calibration or group sessions regarding our quality program.
- Provides structured and timely recommendations to quality manager call center leadership, operations, and representatives.
- Utilizing call monitoring and audio recording software to evaluate representatives' performance metrics and assist upper management with discovering weaknesses and rewarding strengths in customer service.
- Identify any potential quality issues per defined process and escalate potential quality issues immediately to management

## **Customer Service Representative**

Conduent Business Services-Indianapolis, IN

December 2014 to November 2015

- Resolve product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment;
- following up to ensure resolution
- Open and maintain customer accounts by recording account information
- Manage large amounts of incoming calls
- Build sustainable relationships of trust through open and interactive communication

## **Warehouse Associate**

Employment Plus-Indianapolis, IN

May 2009 to June 2013

- Loading and unloading trailers.
- Packing and picking orders.
- Inventory count.
- Assembling Air conditioners and doors
- Electric Pallet jack, Order picker

## **Delivery Driver**

## Education

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### **Finance (High school diploma)**

Central State University-Wilberforce, OH

2012 to 2013

## Skills

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- SQL (5 years)
- Order shipping
- Microsoft Word
- Google Sheets
- Attention to detail
- Calibration (2 years)
- Microsoft Access
- Equipment malfunction troubleshooting
- Databases
- Safety standards in production
- Hospitality
- Quality control
- Employee Evaluation (2 years)
- Reach truck

- Mechanical knowledge
- Delivery driving - Delivery driving experience (1-2 years)
- Regulatory compliance management
- Computer literacy
- EXCEL
- Heavy lifting
- Analysis skills
- Microsoft 365 proficiency
- TYPING
- Conflict Management (5 years)
- Computer operation
- Quality standards in production
- Order Picking
- Sanitation procedures
- Mobile devices
- Customer support (5 years)
- ERP systems
- Quality Assurance (2 years)
- OUTLOOK
- Horticulture - Horticulture experience (Less than 1 year)
- Hand tools
- Zero waste packaging
- Phone etiquette (5 years)
- Maintaining an organized workspace
- AS400
- Dependability
- Sanitation for plant pest and disease control
- Technical Proficiency
- DATA ENTRY
- Productivity software
- Process Improvement (2 years)
- Communication skills (5 years)
- Regulatory compliance
- Kitchen experience
- Critical thinking
- Data collection
- Microsoft PowerPoint
- POS
- Workflow management (operations management method)
- Teamwork

- Standard Operating Procedures (SOPs) implementation
- Auditing (2 years)
- Farming (1 year)
- Restaurant experience
- Production records
- CGMP
- Business Analysis
- Hazardous material storage
- Salesforce (5 years)
- Manufacturing company experience

## Certifications and Licenses

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### **Driver's License**

### **ServSafe**

## Additional Information

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### Skills

- Resolving Conflict
- Excellent communication and listening skills
- Product Knowledge
- Patience
- Attentiveness
- Ability to use soft skills
- Customer orientation and ability to adapt and respond to different types of characters.
- Ability to multi-task, prioritize and manage time effectively
- Basic Computer Knowledge (word, excel, outlook, etc.)
- AS400 data entry
- Salesforce Case Entry
- Above 60 words per minute typing average