

# VICTOR E. JARVIS

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## ACCOMPLISHMENTS

- *Increased profit margin on national line haul loads from 25% to 37%*
- *Redesigned corporate sales newsletter into highly accepted & utilized magazine publication.*
- *Managed & coordinated transition from 2-year-old moving & storage dispatch program to new / upgraded version.*
- *Demonstrated proven leadership skills when entire staff accepted new call taker procedures & script.*

## COMPETENCIES (TYPE 65 WPM)

### **Software Graphics**

*MS Office, Access, & PowerPoint, Quickbooks, Windows 98-7  
QuarkXPress, Adobe PhotoShop, Illustrator, & PageMaker*

## RECENT PROFESSIONAL EXPERIENCE

- 2004 – 2010 Premier Logistics Services, Inc – Newington, CT  
**DISPATCH / BROKER COORDINATOR - LINEHAUL**  
Responsibilities: Supervise transportation brokerage / dispatch staff. Analyze coverage needs & assist after-hours needs. Oversee carrier development w/ private fleets, logistics companies, 3PL's, etc. Maintain & Update carrier database. Provide cost effective lane rate analysis & set/approve rates for booked loads. Assist in developing brokerage related computer tools/programs, reports, etc.
- 2002 – 2004 Manchester Moving & Storage, Inc. – Manchester, CT  
**FLEET SAFETY DIRECTOR – CLAIMS MANAGER – IT MANAGEMENT**  
Responsibilities: Maintain driver / vehicle files & records. Compliance with Department of Transportation regulations / laws. Coordinate workman's comp claims & issues / medical & CT Driver License certification. Process, research, investigate & settle incoming/outgoing claims. Upgrade & maintain network & computers; integrated shipping & moving / accounting software. Troubleshoot & repair pc related issues.
- 1998 – 2011 America Cooks LLC – West Hartford, CT  
**MANAGER – THE PERFECT BLEND CAFÉ & ANTIQUES**  
**PRODUCTION STAFF – AMERICA COOKS WITH SANDY**  
Responsibilities: Hire & train wait staff. Design menus & meal plans. Procure weddings, bridal & baby showers. Co-write and produce monthly Murder Mystery Night – A Perfect Murder at the Blend. Bookkeeping & payroll. Manage sale of antiques. Research wine, beverage & food trivia. Script development. Production duties as required for television show.

## EDUCATION

The Sawyer School for Business  
**COMPUTER ADMINISTRATION & TECHNOLOGY, A+ CERTIFICATION PREP**

GREAT HARTFORD ACADEMY OF THE PERFORMING ARTS / HARTFORD HIGH SCHOOL  
**VOICE MAJOR, PIANO MINOR / HIGH SCHOOL DIPLOMA**