

# Jalon C. Tuttle

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## **EDUCATION**

**The Ohio State University School of Engineering | Columbus, OH**

**09/2021 – Present**

Certificate in web development

- Completed a rigorous 12-week bootcamp to gain extensive knowledge in front and backend web development tools. I can competently utilize HTML5, CSS3, JavaScript, React, Nodejs, jQuery, and Bootstrap.

**Wilmington University | New Castle, DE**

**05/2021 – 08/2021**

Majored in Computer Science; GPA 3.9

- Relevant coursework: Computer Architecture, Computer Hardware and Operations, and Networks and Telecomms.

**Rhodes State University | Lima, OH**

**04/2018 – 12/2019**

Associate in Human Resources; *cum laude*, GPA: 3.7

- Relevant coursework: Spreadsheets Software and Apps, Business Law, Training, Development & Safety, Benefits and Compensation, Computer Apps in the Workplace

**Hondros College of Real Estate | Westerville, OH**

**06/2016 – 08/2016**

Completion of all certificates

**Bluffton University | Bluffton, OH**

**08/2015 – 05/2016**

Majored in Business Marketing & Business Management

- Relevant coursework: Macro Economics, Microeconomics, Corporate Accounting Principles, Managerial Accounting Principles

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## **PROFESSIONAL SUMMARY**

Versatile and goal-oriented professional with excellent customer service skills and the ability to adapt to a variety of environments. Strengths include communication and organizational skills, as well as a commitment to developing strong customer relationships through superior service.

## **CAREER OBJECTIVE**

Secure a position with a world class and profitable organization, where I can be a member of a team and utilize my experience to the fullest, while enhancing the company's productivity and reputation.

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## **PROFESSIONAL EXPERIENCE**

**Wal-Mart, Inc. | Westerville, OH**

**07/2021 – 08/2021**

**Digital Coach**

- Responsible for 40+ associates, using technology and effective managing to ensure a seamless experience for customers.

- Managing and improving numbers and experience in the ever-growing ecommerce/omnichannel consumer world.

**Wal-Mart, Inc. | Streetsboro, OH**

**08/2020 – 07/2021**

**Academy Coach**

- Responsible for facilitating classes of salaried managers and supervisors in the company. Direct conversations around role responsibilities and role clarity
- Collaborate with management team in the store operations to complete store operational functions
- Responsible for ensuring store standards are what good looks like and finding solutions to remove roadblocks for associates or company guidelines.
- Work hand in hand with management staff to teach, train and learn **ALL** aspects of the business operations

**Wal-Mart, Inc. | Athens, OH**

**10/2019 – 08/2020**

***People Lead, Human Resources Manager, 08/2019 - present***

- Managed over 350 associates
- Responsible for scheduling, training, adhering to compliance with federal, state, and local laws
- Responsible for recruiting, hiring and orientation for new associates and terminating associate leaving the company
- Direct extension of the store management team, and training management new to role and new to company

***Assistant Manager, 10/2018 – 07/2019***

- Conducted managerial duties for over 350 associates
- Day-to-day logistics within the store such as product placement, product ordering, event and holiday planning, staffing, and hiring/firing
- Collaborated with 10 peer assistant managers
- Responsible to a multi-million-dollar budget

**Oakwood Management Company | Dublin, OH**

**06/2017 – 08/2018**

***Leasing Consultant***

- Sales oriented position for luxury apartments
- Followed sales routine to help customers make a purchasing decision
- Assisted with managerial duties, such as scheduling, handling large deposits and closing/opening the office
- Top performer in sales numerous times

**J. P. Morgan & Chase | Columbus, OH**

**10/2016 – 06/2017**

***Mortgage Customer Assistance Specialist***

- Responsible for customers and banker's needs and replying to requests regarding mortgages
- Assisted up to 70 customers per day
- Served as mentor for new hires due to above average performance
- Earned two promotions in the span of 9 months
- Top performer in department numerous times

**Lowe's Home Improvement | Marysville, OH**

**04/2016 – 10/2016**

### ***Pro Service Loader***

- Managed and pulled incoming and outgoing deliveries for volume-based contractors

### **Dunham's Sporting Goods | Bellefontaine, OH**

**04/2015 – 11/2015**

#### ***Sales Associate***

- Responsible for assisting customers with products and driving sales performance
  - Additional duties included handling money as a cashier, counting drawers to ensure accuracy of daily sales
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## **SKILLS**

### **Professional Skills**

#### ***Computer Software and Application Knowledge:***

- JavaScript
- jQuery
- Nodejs
- React
- React
- CSS3
- HTML5
- Bootstrap
- Microsoft Office
- Workday

### **Personal Skills**

***Team-Oriented:*** Coordinated with 10 peer assistant managers to complete projects before deadlines; organized ways to improve the functions within the store to make work more efficient.

***Leadership Skills:*** Designation of tasks and follow up to ensure the completion; organize and lead orientations

***Communication Skills:*** Extensive experience in public speaking and mentoring. Excellent at communicating through email, talk, text, and live video.