



CONTACT

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- [My Portfolio](#)
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EDUCATION

- Salesforce** 2024
Certified Administrator
- Whitecliffe College** 2023
Diploma in Web Design and Development, Level 5
- AUT University** 2012-2014
Bachelor of Communication Studies
Major - Digital Media
Minor - Advertising



TECHNICAL SKILLS

Salesforce Solution Implementation

- I implemented a Salesforce solution for a real-world client.
- I documented the functionality via a technical document.
- I demonstrated the solution in a short video.

Full-Stack Development

- I am currently learning the Front-End and Back-End of Web Development and understand different languages and frameworks used to create a complete web application.

Marketing

- I have a background in Digital Marketing and have designed and launched a website for a start-up.

TYLER JARVIS

SALESFORCE ADMINISTRATOR
FRONT-END DEVELOPER
BACK-END DEVELOPER



CAREER OBJECTIVE

I'm seeking a Front-End Developer, Back-End Developer or Salesforce Admin role, aiming to leverage my Digital Marketing background and enthusiasm for design and customer engagement. My focus is on crafting dynamic content tailored to evolving digital landscapes, exploring strategies for businesses to engage their diverse online audiences. I enjoy learning and jumping into a new environment or challenge. I approach all tasks with a positive, can-do attitude.



SKILLS

Responsive Design

Whilst working as a Communications & Marketing Coordinator, I led the development of their pre-launch website, employing a mobile-first approach to ensure dynamic adaptation to user preferences and viewing requirements.

I oversaw:

Website wireframes which demonstrated scalability across various devices and refined the overall layout.

Attention to Detail

While working at the Private Estate and on a Super Yacht, I developed a keen eye for detail. The demanding nature of these environments taught me to pay close attention to all aspects of my work.

Customer Service & Problem Solving

While serving as a Customer Service Representative at a VoIP company, I routinely addressed diverse issues, requiring effective communication with customers. This enabled me to promptly resolve issues and simplify solutions.

I problem solve with:

Clear communication, thorough analysis, and strategic planning.

Management

As the manager of a small team at a private estate, I prioritized clear communication and effective planning to efficiently handle the dynamic workload. Emphasizing teamwork and preparation, we successfully managed the diverse tasks that arose in the large family home.

Core managing values I bring to each task:

Communication, team-work and preparation.

Marketing

With my job as a Communications & Marketing Coordinator, I worked with all of their advertising avenues. I would study what to expect from the company's target audience and analyze their preferred online experiences. This helped us to target advertisements based on where the audience were most active.

I was managing:

MailChimp, print advertisement and online advertisement, such as SEO and PPC.



REFERENCES

Darren Burns Chief Steward
M/Y Q95 46m

Paddy Weir Farmer
Todd River Pastoral Co

The Principle Owner of the Estate



HOBBIES

- Djing
- Dancing
- Drumming (12 years)
- MMA Wing Tsun (7 years)
- Boxing
- Surfing
- Snowboarding
- Golf (5 years)
- French
- Photography
- Video Game Design (Unity)



RELEVANT EXPERIENCE

2024

November - February

Master-Seal Exteriors, NextWork, Auckland

Salesforce Solution

Migrating Master-Seal Exteriors customer database from Excel to Salesforce.

Key Skills

Custom Objects, Web-to-Lead, Flows, Validation Rules, Reports, Dashboards, Surveys, Lightning Experience, Queues, Auto-Assignment Rules and Permission Sets..

2015

June - September

Customer Service Representative, Conversant, Auckland

VoIP phone system

My tasks included porting numbers, problem solving for customers and remote access of client computers to assist with troubleshooting.

Key Skills

Customer service, problem solving, porting numbers.

January - May

Communications & Marketing Coordinator, Kiteflyr, Auckland

Start-up

I was responsible for the final website design, graphic design, email marketing, advertising and the social aspects of the company. I worked with a small team to make sure that the launch of Kiteflyr went smoothly.

Key Skills

Adobe Photoshop, MailChimp, PPC & SEO, website wireframing, Facebook marketing.

2014

Young Horticulturist of the Year 2014, University project, Auckland

Competition

I was the Project Manager for this project at University. I directed a small team to produce a 3D modelled award video, showcasing young horticultural achievements throughout 2014.

Key Skills

3D modelling, Adobe Premiere Pro, project management.



PROJECTS

Master-Seal Exteriors, Salesforce

Over a span of two weeks, I deployed a Salesforce solution tailored to a client's needs. The project entailed capturing Leads from their website, integrating Wix for implementation. Specific data was seamlessly transferred to Opportunities, with simultaneous task assignment to the Sales Team. During the Sales Process, Quotes are sent to their customers before closing the deal. Transitioning to the service stage, the Order object was linked to a custom Invoice object and the Work Order. Leveraging the Lightning Experience, ensured an intuitive and visually appealing user interface for Master-Seal Exteriors' employees.

See the Technical Documentation in [My Portfolio](#) for more details.



PROJECTS

Recipe App, React, Node.js and MongoDB

I am currently in the development of a recipe lookup web application, leveraging the React framework for the Front-End, Node.js for the Back-End, and a MongoDB database. This application enables users to save their personalized recipes to their profiles or utilise a general lookup function powered by the Spoonacular API, offering a diverse array of recipe options. Additionally, I plan to integrate sharing functionalities and quick save options for recipes sourced from the Spoonacular API.

Key Skills

Sending, storing and accessing data within a MERN full-stack application.

Mesozoic 3023, Unity Project

I have been teaching myself C# and how to use an object-orientated language within the game design platform, Unity. I am currently creating a mobile turn-based game. I have implemented a procedurally generated hex grid using for loops. I have used if statements for character movement and also used events such as GetTouch for camera movement and user interaction with the character.

The project can be viewed on [My Portfolio](#).

Osaka Corner, Shopify

I co-managed and designed a Shopify shop that sells Japanese snacks. The main goal of this project was to better understand how Shopify can be customised with CSS and how to run an e-commerce platform. I was responsible for the shops design. I worked with overwriting the generic Shopify aspects that we wanted to change, utilising custom styling to give the site a more personal feel.

Key Skills

Shopify and Shopify custom styling, CSS, e-commerce.



EMPLOYMENT HISTORY

2023-2020

September- February

Couple House Manager, Guernsey, Channel Islands

Private Estate

I was the House Manager for multiple houses on a six hectare estate. My tasks were to manage a small team that cooked, cleaned and organised the life of the Principles.

2019

May-October

2nd Steward, M/Y Q95, Antibes

46m Mangusta KY Superyacht

I was a 2nd steward on the superyacht Q95 for one season. My tasks on the yacht included service, housekeeping and laundry.

2018

October - December

Farm Hand, Todd River Pastoral Co., Allambi Station, NT

Cattle Station

Allambi Station is a cattle farm. My main task was building and repairing a four kilometre barbed wire fence. I also looked after the farm when the owners were away.

2017-2016

January - April

AV Technician, Multi-Media Systems, Auckland

Event Equipment Rental

Multi-Media Systems supplied equipment for conferences, events and weddings. I was responsible for lighting, audio and the visual area, mainly PowerPoint.

2015

June - September

Customer Service Representative, Conversant, Auckland

VoIP phone system

January - May

Communications & Marketing Coordinator, Kiteflyr, Auckland

Start-up

2014

Young Horticulturist of the Year 2014, University project, Auckland