

Vincent K. Davis

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Thoughtful, focused, innovative, and reliable deadline driven individual seeking employment from a meritocratic business. Computer literate. Exquisite grammar and spelling. Show me the ropes and I will organize chaos, streamline processes, raise efficiency, solve problems, and execute for the team.

Skills

- Administration
 - Leadership and Management
 - Training, Supervising, Coaching, and Developing Employees
 - System Building, Process Development, & Coordination
 - Effective Problem Solving
 - Quick Learning and Methodical
 - SOP Creation and Technical Writing
 - Social Media and Content Writing
 - Inventory & Database
 - CO2 Extraction
 - Maintenance and Repairs
 - Excellent Technician/Operator
 - Business Planning and Development
 - Strategic Planning
 - Sales & Arbitrage
 - Ecommerce
 - Tai Chi
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Experience

Sonic Drive In / Assistant Manager

February 2019 - October 2019, Springfield, OR

Management:

- **Accountable** for the proper operation of the store, assets, and safe contents.
- **Successfully adhered** to labor goals and KPIs.
- **Performed** inventory counting and e-booking in Micros interface.
- **Ensured** food temps and preparation by team members are aligned with food safety requirements.
- **Supervised crew of eight** and delegated tasks to crew on shift while working with them to accomplish tasks efficiently.
- **Trained** and supported new crew members by demonstrating proper execution, rewarding correct action, and counseling incorrect action.
- **Disciplined employees verbally** and took harsher written follow ups if behavior did not improve.

Wild West Growers Inc. / Processing License Administrator

November 2015 - January 2019, Eugene, OR

Development:

- **Designed** and the processing department's **METRC compliance SOPs**.
- **Designed** the processing department's **maintenance SOPs**.
- **Sourced parts** for Haskel pump rebuild operation **saving** the company **12K\$ per year**.
- **Designed efficient data reporting sheets reducing** department **paper use by 70%**.
- **Sourced** company's **most used chemicals** through **reliable and affordable** suppliers **saving thousands** per year.
- **Designed an online reporting system** for the processing department allowing **faster conversion** of **recorded data** into **spreadsheets and databases**.
- **Created** physical master and digital **master copies** of all **frequently used documents** for both the processing and administration departments.
- **Assisted** Processing Department **Manager** in **mapping out** and **setting up** the **C02 Extraction** and **Post-Processing Laboratory**.

Research:

- **Designed and tested** an **experimental process** to **remove pesticides** from **contaminated product** with **successful results**.
- **Performed experiments** to determine and **establish optimal process parameters** for **maximising** terpene and THC-A **yields** from cannabis material using **Apeks supercritical CO2 extractors**.

Repairs and Maintenance:

- **Personally monitor** each extractor **for wear and damage**, **performing repairs**, **logging and reporting findings** to management.
- **Rebuilt and restored three vacuum pumps**.
- **Performed total valve rebuilds** on two **Apeks 5 L Supercritical CO2 Extractors** preventing the company from having to purchase new valves **saving 20K\$**.
- **Performed Haskel pump rebuild operation** in-house on **Apeks CO2 Extractors** **saving** the company **eight weeks** of production time and **3,200\$ per year**.
- **Designed equipment maintenance checklists** for crew to **streamline routine maintenance** and **critical wear tracking**.

Supervisory:

- **Scheduled, trained, and supervised** team of **four extractor technicians** to meet production needs and **maintain and track** over **1,000,000\$** in **equipment**.
- **Compiled MSDS sheets** for department chemicals, **organized and displayed** them according to **State requirements**.
- **Designed cheat sheet checklists** for the **CO2 extractors** to **prevent employee errors**.
- **Remain on call to respond in person** to extractor technicians and **emergencies**.
- **Secured and transported company funds** on multiple occasions- **up to 17K\$, without incident**.
- **Covered** processing department **manager's shifts** and **duties when needed**.
- **Organized employee production lines** to **maximise efficient labor use** on work orders.

C02 Extraction and Data Collection:

- **Performed C02 extractions** using **5L Apeks Supercritical Botanical Extraction Units**.
- **Collected data** from **extractions performed by crew** and **organized results** in **spreadsheets** for upper management.
- **Utilize 5L laboratory Rotary Evaporator** for **winterization** and other processes.
- **Created shatter** using **C02 extracts**.

License Administration:

- **Perform** weekly and monthly **inventory audits** for the processing department.
- **Ensure** department **compliance with State requirements**.
- **Correcting, reporting and following up** on errors with **Oregon Liquor Control Commission**.
- **Receive and Manifest** METRC **shipments** for the processing department.
- Sit on the **safety board** and **attend all safety meetings**.
- **Perform** a weekly **audit** to **ensure department** is consistently **in-compliance**.
- **Remain on after hours** to **provide METRC assistance** to anyone in the company.
- **Recorded** received **material** from other departments, **organized and stored** it for future **work orders**.
- **Prepare data presentations** and **attend weekly department meetings** with upper management.
- **Designed protocols** for **sales team** to **ensure accuracy** between company **sales actions** and the **State's METRC Cannabis Tracking System**.

Select Accomplishments:

- **Recovered 80% of product lost** in an **accidental spill- worth 40K\$**.
- **Performed personal research in response to a company problem: Designed an experimental process to remove pesticide compounds from oleoresin solutions, confirmed it with lab testing, and successfully used it to treat a contaminated batch of product- allowing it to pass retests and go to market "unlocking" a potential 26K\$ in sales; The process is patentable and potentially valuable.**
- **Taught kitchen manager** to perform **precision dosage calculations; Served as a double check** to verify her calculations- **saving time and capital** by **lowering the rate of retesting** and remade batches (1K per extra test- more if the batch is unsalvageable).
- The Processing **Department never received a fine or other action for errors or compliancy issues** in the **two years I was accountable for the license**.
- **Temporarily oversaw** the **Returns Department** to **establish a compliant, efficient system** to **prevent backlogs from occurring**.
- **Worked with company accountant** to **create a smooth balance reporting system** for the sales team **allowing quick and accurate reporting of client accounts**.

Pirate Pretzels LLC / Chief Executive Officer

January 2016 - December 2018, Eugene, OR

Leadership and Business Development:

- Provided **visionary leadership** for small **cannabis edibles company** offering a variety of unique and **high quality** edible CBD products under the flagship brand **Pirate Pretzels**.
- **Sourced** equipment needed to produce products.
- **Built relationships** with local **business leaders** to **develop a sales pipeline, increasing sales fivefold**.
- **Built** a strong **sales team** to handle the sales pipeline.
- **Recruited** independently **contracted resellers** to further **expand sales potential**.
- **Recruited and built a team of technicians** to **manufacture company products**.
- **Recruited an artist** to work with the **design team** to **create eye-catching** and industry **compliant packaging**.
- **Sourced** packaging **saving** the company **\$5,000 per year**.
- **Worked directly** with **CTO** and the **head technician** to **develop process and SOPs**- I can say with **pride** that **Pirate Pretzels LLC's products have never had a batch of product fail testing**.
- **Developed** intensive, **ambitious business strategies, short-term goals, and long-term objectives** with a **record of successes**- bringing the company out of **conceptual infancy into a functioning unit**.
- **Sought out professional chocolatier** to **educate head technician and CTO** on **chocolate production**.
- **Sourced** cannabis and hemp extracts by **developing a relationship** with the **CEO of local extraction company**.

Superior Steel / EM Laser Cutting Technician

July 2015 - November 2015, Eugene, OR

Fabrication:

- Operate a CNC electromagnetic laser cutting machine to produce sheets of parts.
- Checking parts with measuring tools to ensure quality over multiple runs,
- Using a grinder to remove edges from parts.
- Observe safety protocols.
- Maintain a clean and productive work area.
- Edit part schematics on CNC consoles.

Social Security and Disability Services / Caregiver

June 2014 - June 2015, Eugene, OR

Support:

- Develop a positive and professional working relationship with care recipient through listening and positive feedback.
- Perform assistance tasks, teach life skills, assist recipient in operating as normally as possible.

Addictive Behaviors / Tournament Organizer - Social Media Strategist

June 2011 - June 2014, Eugene, OR

Organization and Cash Handling:

- Organized and officiated tournament events.
- Operated cash register.
- Sorted and priced new inventory.
- Audited and reconciled inventory.
- Operated storefront alone.
- Crafted entertaining and industry related posts on a daily basis to grow the online presence.
- Created a forum for the customer community to drive excitement in our customer base.
- Won our employee pre-order contest by building strong relationships with customers.

Shedd Institute / Chef's Assistant and Event Staff

March 2011 - June 2011, Eugene, OR

Dining and Security:

- Serve as Chef's assistant during catered fine dining events in the Shedd Institute- prepwork, cooking, and plating for groups of up to and over 100 people.
- Serving diners in accordance with fine dining etiquette.
- Serve as event staff during concerts and plays.
- Taking and checking tickets.
- Patrolling, reporting, and performing other security duties.
- Perform daily poster runs to advertise Shedd Institute events.

Venture Data / Interviewer

December 2010 - March 2011, Eugene, OR

Interviewing:

- Performed telephone interviews.
- Recorded detailed answers to open-ended questions.
- Read verbatim from script when required.
- Operated a random dialer.
- Utilized a headset and switchboard to identify, tag, and route calls.
- Maintained a conversion rate above the 90th percentile for the duration of my employment

Securitas Security / Unarmed Professional-Sacred Heart Hospital

November 2008 - November 2009, Eugene , OR

Security:

- **Patrol and maintain security presence.**
- **Record and maintain a record of events.**
- **Write incident reports.**
- **Respond to emergencies and supervisor calls.**
- **Assist personnel in the restraint of patients.**
- **Escort personnel.**
- **Remove trespassers.**
- **Write a summarical report after each shift.**
- **Attend daily security team meetings for briefing and shift handoffs.**

Kentucky Fried Chicken / Trainer and Shift Manager

September 2005 - December 2010, Eugene , OR

Management:

- **Opening and closing the store.**
- **Performing inventory audits.**
- **Scheduling.**
- **Certified and served as team trainer.**
- **Supervised crew of up to ten people.**
- **Trained as cook, cashier, drive cashier, prep, dish, lobby, and manager duties to solidify my knowledge of each role to enhance my role as trainer.**
- **Company flew me to Wyoming store to learn the Long John Silver's franchise and then flew me to Nevada to train crew members for the grand opening of their 1st KFC-Long John Silver's Combo store.**
- **Trained crews for and implemented Long John Silver's product into three more KFC stores in Eugene and Springfield OR area.**

Vector Marketing / Independent Salesperson

June 2005 - June 2006, Eugene , OR

Salesmanship:

- **Work independently to sell Cutco brand cutlery for commission.**
- **Develop lead lists.**
- **Meet with clients.**
- **Attend weekly company gatherings.**
- **Develop sales network.**
- **Maintain a focus notebook to drive sales by placing energy in the right places/leads.**

Education

Lane Community College / GED

June 2005 - June 2005, Eugene, OR

I left high school a year early to obtain my GED.

Lane Community College / Extracurricular

September 2005 - January 2006, Eugene, OR

Wilderness First Aid

Red Cross CPR Training and Certification

Leung Martial Arts / Chinese Martial Arts

August 2016 - Current, Eugene, OR

Tai Chi Chuan, Yang Style

Shaolin, Black Dragon Style

Wing Chun, Leung Lineage

Qi Gong, Xu's Style

Lane Community College / OLCC Basic Processor METRC Training

November 2016 Eugene, OR

Acquired basic METRC user skills.

Lane Community College / OLCC Advanced Processor METRC Training

March 2017 Eugene, OR

Acquired administrative and advanced use skills.

Honors

- **Published** as a **young poetry writer** in **1994** and again in **1998** where I was invited to read my piece **“Snow”** to the **City of Springfield** at their **“Lighting of the Tree”** ceremony.
- **Won** the **2005 Springfield School District Spelling Bee Championship**.
- **Placed 7th** in In the **Magic:The Gathering Oregon State Provincial Championships** in **2009**.
- **Performed** the **Shaolin Snake Broadsword form** and **took part** in the **Qi Gong** and **Tai Chi group performances** for **Leung Martial Arts’** presentation at the **2018 Asian Celebration** in Eugene, OR.
- **Took part** in the **Yang** and **Chen Tai Chi group performances** for **Leung Martial Arts’** presentation at the **2020 Asian Celebration** in Eugene, OR.