Jaydon Davis

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Professional Summary

My view of a finished task comes with a massive amount of thought and effort everytime to ensure quality work. People skills are unmatched in comparison to other candidates. I evaluate my work as I go as a habit. All of those thing I believe make me a good well rounded worker and person.

Willing to relocate: Anywhere
Authorized to work in the US for any employer

Work Experience

Process Server
Allied Universal-Columbia, MO
January 2024 to Present

Bookkeeper
Intuit-Remote
December 2020 to Present

Inspector
JMI Reports
July 2018 to Present

I inspected several commercial and residential properties all over the country providing insight and value to the company I was contracted to inspect said property!

Corporate Retail Assistant + Delivery Specialist
3fifteen Primo Cannabis-Columbia, MO
October 2023 to January 2024

Marketing Coordinator
RetroActive Smoke Shop-Columbia, MO
January 2022 to January 2024

Budtender/Receptionist
Good Day Farm-Columbia, MO
October 2022 to March 2023

Budtender/Bookkeeper
Viola Brands
January 2023 to February 2023

Cannabis Cultivator/ Packaging Tech
Good Day Farm-Columbia, MO

July 2021 to April 2022

Construction Laborer / Leasing

Real Equity Management
July 2019 to August 2019

Cashier/Customer Service

WESTLAKE ACE HARDWARE-Columbia, MO
2017 to 2019

Clerk

Hy-Vee, Inc.
2015 to 2018

Rang out customers in the deli, along with helping close the bar and grill by keeping up with the sanitation of the dishes!

Education

Training program in Digital Marketing

University of Missouri-Columbia
January 2024 to Present

Associate's in Real Estate Management

Columbia College - Columbia, MO
August 2020 to Present

Associate in Accounting

Moberly Area Community College - Columbia, MO
2018 to 2020

Certificate in AutoCad

Columbia Area Career Center
August 2015 to May 2018

Skills

- Drafting
- Leadership
- Litigation
- Retail sales
- SolidWorks
- 3D Animation
- Accounts receivable
- QuickBooks
- Communication skills
- Video Editing
- Business management (1 year)

- Supervising experience
- Organizational skills
- AutoCad Certified
- Market research
- WordPress
- Marketing
- Social media management
- System design
- Cash management
- Operations management
- Sage
- CAD (6 years)
- Sales
- Project management
- Balance sheet reconciliation
- Microsoft Office
- Branding
- Cooking
- Illustration
- Graphic design
- Human resources
- Adobe Acrobat
- Microsoft Excel
- AutoCAD
- Website maintenance
- Adobe Illustrator
- Accounting (4 years)
- Accounting
- Product demos
- Adobe Creative Suite
- Typing
- Order fulfillment
- Microsoft Outlook
- Credit analysis
- Accounting software
- Restaurant experience
- Agriculture (5 years)
- Customer service
- Google Docs (3 years)
- Logo Design

- Databases
- Adobe InDesign
- Accrual accounting
- Logo design
- IT
- (573)881-8730
- Revit
- Content creation
- Administrative experience
- Banking
- Bookkeeping
- Adobe Photoshop
- CAD
- 3ds Max
- WRDS Experience
- Web Design
- Data entry
- Clerical experience
- Research
- Account reconciliation
- Proofreading
- Customer Service (5 years)
- Photography
- Editing
- Maya
- Google Docs
- Computer hardware
- Financial analysis
- Sketchup
- Driving
- Accounts payable
- Front desk
- Underwriting
- Interior Design
- Events management
- Call center
- Pricing
- Nursery (9 years)
- Web design
- Office management

- Outside sales
- Delivery driver experience
- Graphic Design
- 3D animation
- Manufacturing
- Compliance management (3 years)
- 3DS MAX
- Office experience
- Windows
- Business Administration
- Anatomy knowledge
- Social media marketing
- SKI LLS
- Cash register
- Digital marketing
- Marketing automation
- Cash handling

Certifications and Licenses

Driver's License
July 2016 to July 2025

Driver's License