

Joseph Pendarvis

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ThreeCoastJoe.com

Skills

I'm a teacher and leader who is ready for the next challenge.

Experience

Lead Contact Tracer – County of San Diego, Department of Health and Human Services

April 2020-Present, San Diego

- Provide day-to-day direction and support to the Contact Tracers on my team.
- Provide technical guidance by assisting with complex issues that arise for Contact Tracers.
- Identify performance issues and coordinate additional training, coaching, and mentoring.
- Ensure teams are using the most updated tools, policies, and guidelines
- Engage with their teams to ensure attendance and accountability with open communication throughout the day (via Microsoft Teams, email, or phone) to confirm that Contact Tracers are available to work and have the tools needed to complete their contact interviews and monitoring activities
- Ensure quality and timeliness of work by Contact Tracers according to established protocol.
- Approve referrals to Communities Fighting Covid! (CFC!)
- Assist Contact Tracers with demographic requests with the use of San Diego Immunization Records (SDIR).
- Facilitate inter-jurisdictional communication and coordination including acting as county liaison to Project Concern International (PCI).
- Coordinate assignment of new contacts with the Contact Tracing Assigner Team
- Communicate issues, concerns and feedback to their designated Contact Tracing Coordinator
- Assist with communicating privacy incident reports
- Assist with quality assurance of cases
- Approve Kronos and mileage reimbursement requests

Cooking Instructor - Verlocal and Self Up

2016-Oct 2019, Boston, MA

Instructed groups of 2-25 on how to make gumbo in my kitchen, guest kitchens, and company kitchens. [IntroLink](#) • Completed private food orders via my website: ThreeCoastJoe.com

Sales and Rental Agent - Mission Realty Advisors and Compass

2013- December 2019, Boston, MA

Maintained an exclusive landlord roster centered around the competitive Boston rental market. Represented buyers and sellers in Boston with over twelve million in real estate transactions.

Office Manager & Rental Coordinator - JP Rentals and Sales

2010-2013, Boston, MA

Managed a boutique style real estate office that specializes in the Jamaica Plain, Roslindale, and West Roxbury neighborhoods of Boston. • Organized, maintained, and serviced a client list of over 150 landlords.

Department Manager, Assistant Manager, Point of Sale Area Trainer - Crate & Barrel

2004-2010, Boston, MA

Merchandised sales floor to maximize spatial profitability, Point of Sale trainer for Massachusetts and Connecticut stores, assisted with 6 store openings throughout the U.S. and Canada • Structured and implemented bi-annual inventories through daily preparation and organized team efforts • Created bi-weekly schedules for up to 90 part-time and full-time associates • Maintained and monitored excellent sales coverage based on business needs • Maintained inventory levels and achieved financial goals for 4 departments of a \$20 million sales store through efficient product ordering and sales analysis • Successfully and efficiently completed the management-training program that involved learning all aspects and channels of the business.

Geography Teacher - Mobile County Public School System

2003-2004, Mobile, AL

Established objectives and planned learning experiences for regular and gifted students grades six through eight. • Worked with a psychometrist to formally test students for gifted characteristics • Arranged an alliance with local photographers to teach basic photography to eighth grade students. • Established and maintained standards of student behavior to achieve a functional learning atmosphere.

Program Manager - Goodwill/Easter Seals

2002-2003, Mobile, AL

Worked with a team of seven program managers to build and maintain an “at risk” youth career program derived from federal grants and centered in local high schools. • Instructed Adult GED courses at all area Goodwill Easter Seal facilities in the Mobile, AL area

Education

**Association of State and Territorial Health Officials and
National Coalition of STD Directors - *Certified Covid-19
Contact Tracer***

County of San Diego – *Food Handler Certified*

**University of South Alabama - *Bachelor of Science in
Secondary Education***

1996-2000, Mobile, Alabama

Activities

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- Volunteer – Serving Seniors San Diego.
 - I enjoy hosting dinner parties to bring friends and acquaintances of all walks of life together. I also have a passion for photography, and I've had numerous photos published in four editions of Okra Magazine. Lastly, my husband and I love SoCal, and are taking advantage of everything outdoor life offers.