

# Joseph Pendarvis

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[ThreeCoastJoe.com](http://ThreeCoastJoe.com)

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## Intro.

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I'm a teacher, leader, merchandiser, and gourmand with a curiosity for new challenges in the food-retail, cooking, and farm to vendor marketplace.

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## Experience

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

May 2020-May 2022, San Diego

- Provided day-to-day direction and support to the Contact Tracers on my team.
- Provided technical guidance by assisting with complex issues that arise for Contact Tracers.
- Identified performance issues and coordinated additional training, coaching, and mentoring.
- Ensured teams are using the most updated tools, policies, and guidelines
- Engaged with my team 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
- Ensured quality and timeliness of work by Contact Tracers according to established protocol.
- Approved referrals to Communities Fighting Covid! (CFC!)
- Assisted Contact Tracers with demographic requests with the use of San Diego Immunization Records (SDIR).
- Facilitated inter-jurisdictional communication and coordination including acting as county liaison to Project Concern International (PCI).
- Coordinated assignment of new contacts with the Contact Tracing Assigner Team
- Communicated issues, concerns, and feedback to their designated Contact Tracing Coordinator
- Assisted with communicating privacy incident reports
- Assisted with quality assurance of cases
- Approved 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. Completed private food orders via my website: [ThreeCoastJoe.com](http://ThreeCoastJoe.com)

**Sales and Rental Agent - Mission Realty Advisors and Compass**  
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**  
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**  
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**  
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.

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**Education**

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**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***

Mobile, Alabama

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**Activities**

- 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.
- Getting to know SoCal with my husband.