



Trevor Jacobson

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Pitmaster/Communications Professional

Dedicated Communications professional with a decade of experience in process improvement, technology implementation, and team leadership. Proven track record of managing complex systems, from high-volume cash reconciliation to CRM administration, ensuring accuracy and efficiency. A problem-solver with a reputation for going above and beyond to maintain seamless operations. *But turns out what I really wanted to do was smoke some meats. Valid Washington Foodhandlers card and many years of experience in commercial kitchens.*

Core Competencies

- **Operations & Logistics:** Process Improvement, Inventory Management, Team Scheduling, Cash Reconciliation
- **Smoking Meats:** Spent five years as a line cook at a Bay Area BBQ chain. Smoked meats, made delicious sandwiches and ensured a spotless kitchen.
- **Systems & Software:** Salesforce Administration, Google Workspace Admin, POS Implementation, QuickBooks, Microsoft 365
- **Leadership & Communication:** Staff Training, Public Speaking, Cross-Departmental Collaboration, Stakeholder Relations

Experience

Kinders Meats and Deli

Line Cook. December 2013 – June 2017

- Managed multiple stations simultaneously in a high-volume BBQ restaurant, ensuring accurate order preparation and timely service.

Easy Does it Emergency Services

Communications Coordinator. November 2021 – July 2026

- **Managed operational aspects of a full agency re-brand**, including developing a new design system and overhauling all digital and physical brand touch-points.

- **Implemented and managed key operational systems**, including a new website, internal white label apps, and social media content calendars to improve inter-departmental efficiency.
- **Analyzed and tracked outreach success**, generating a pipeline of 5-20 new clients per month via targeted events and workshops, demonstrating strong process and reporting acumen.
- **Adapted to sudden budget changes**, managing the transition of a grant-funded position and continuing to deliver results under challenging financial circumstances.

Starbird

Line Cook. June 2021 – November 2021

- **Excelled in a high-volume customer-facing role**, accurately taking and fulfilling orders while maintaining a positive, professional demeanor during peak hours.
- Demonstrated rapid adaptability by mastering an intricate menu and working all back-of-house stations, showcasing the ability to learn quickly and support a team under pressure.

Target

Elevated Advocate. March 2019 – June 2021

- **Served as a primary point of contact for guests**, resolving complex service issues at the returns desk and overseeing the drive-up service to ensure a seamless customer experience.
- **Led and trained team members** to deliver empathetic and efficient service in a high-pressure, high-volume environment.

Green Wheelin' Scooters

Marketing Coordinator. September 2012 – December 2013

- **Designed, built, and maintained the company's e-commerce website**, using Adobe CRM to enable online parts purchases and enhance the user experience.
- **Implemented and managed the company's POS system (Intuit)**, solving data management issues and syncing sales data with QuickBooks.

Education

Bachelor of Fine Arts in Advertising

Academy of Art University. June 2018

Technical Skills

- **CRMs & Administration:** Salesforce (Admin), Google Workspace (Admin), Microsoft 365 (Admin)
- **Design & Content:** Adobe Creative Suite (Photoshop, Illustrator, InDesign), WordPress
- **Systems & Tech:** QuickBooks, POS Systems, Cash Recyclers, Homelab (Linux, Open Source Software)