

# Matthew Jarvis

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**Address** Makhanda, Eastern Cape 2139

*I am a determined, honest, and organized person who is always up for a challenge and problem-solving. Although I enjoy individual work, university has enabled me to be able to give 100% in a group environment. I am a hard worker with proven knowledge of agriculture, farm maintenance, and animal care. Aiming to leverage my abilities to successfully fill the Poultry farm manager role on your team.*

## SKILLS

- Microsoft Office
- Budgeting and Financial Planning
- Pest Control Techniques
- Flock Health Monitoring
- Poultry Nutrition Expertise
- Vaccination Program Implementation
- Feed Formulation Knowledge
- Animal Welfare Practices
- Poultry Housing Design
- Customer Relationship Management
- Fundamental Design in Digital Marketing
- Inventory Control Management
- Decision-Making Abilities
- Biosecurity Management
- Record Keeping Proficiency
- Marketing and Sales Strategies
- Disease Prevention Strategies
- Staff Training and Development
- Supply Chain Coordination

## EXPERIENCE

### Poultry Farm Manager

Milkwood Poultry Farm, Makhanda, Eastern Cape

Nov 2022 - Present

#### Operations Management:

- Overseeing day-to-day operations of the poultry farm, including feeding, watering, and housing of poultry
- Monitoring and maintaining the health and welfare of the birds
- Implemented biosecurity protocols to reduce disease transmission risks in the flock

#### Staff Management:

- Training, and supervising farm workers
- Scheduling and assigning tasks to ensure efficient operation of the farm

#### Financial Management:

- Monitoring income and expenses
- Reviewed financial documents such as budgets, invoices, ensuring accuracy of information
- Managing debt collection

#### Supply Chain Management:

- Ordering feed, medications, and other supplies needed for the operation
- Managing inventory levels to ensure adequate stock on hand
- Establishing relationships with suppliers

#### Quality Control:

- Monitoring the quality of the poultry products produced on the farm
- Implementing quality control measures to ensure product safety and consistency
- Measuring weights of the flocks and measuring feed consumption

#### Marketing and Sales:

- Developing marketing strategies to sell poultry products to wholesalers and directly to consumers
- Establishing relationships with customers and maintaining customer satisfaction
- Interacted with customers regarding orders placed at the farm

#### Facility Maintenance:

- Ensuring that farm buildings and equipment are properly maintained and repaired as needed
- Implementing safety procedures to protect workers and animals

#### Research and Development:

- Staying informed about new developments and best practices in poultry farming
- Experimenting with new techniques or technologies to improve efficiency and productivity

#### **General website administration**

*Wine Wizard , Makhandha, Eastern Cape*

*Apr 2021*

- Loaded content onto the website.
- Edited existing website content for grammar, style, clarity and consistency in accordance with brand guidelines.

#### **Community Service Volunteer**

*Pridwin Preparatory School, Melrose, Johannesburg*

*Jan 2021*

- Helped develop the land for the community garden
- Contributed to the development of an educational space to feed children at StVincent's School for the Deaf.

#### **Tennis Coach**

*St Andrew's Prep School, Makhandha, Eastern Cape*

*Feb 2019 - Dec 2019*

- Worked with coworkers to complete tasks.
- Coordinated training exercises to target areas of skill improvement.

#### **Project Manager**

*PSA Romano Signs, Pretoria*

*Aug 2017*

- Worked with various project managers to understand their daily tasks
- Attended client meetings, graphic design meetings, and status meetings
- Gained insight into project management and related skills.

## **EDUCATION**

#### **Bachelor of Social Science Honours in Economics**

*Rhodes University, Makhandha*

*Dec 2022*

#### **Bachelor of Social Science in Economics and Management**

*Rhodes University, Makhandha*

*Dec 2021*

**Matric with Bachelor's Pass**

*St. Andrew's College, Makhanda*

*Dec 2017*

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**Preparatory School**

*Pridwin Preparatory School, Melrose*

*Dec 2013*

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**HOBBIES AND INTERESTS**

Hiking, running, cycling, birding, reading.

**CERTIFICATIONS**

- Code 08 Drivers License
- Diving - Open Water Level 1

**LANGUAGES****English**

*Native*

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**Afrikaans**

*Intermediate*

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St Andrew's College