

Jeremiah Klein  
2343 C Ave NE  
Cedar Rapids, IA 52402

319-981-3396  
krisus45@msn.com

## Skills

Adobe Golive

Adobe Illustrator

Adobe Indesign

Adobe Photoshop

Billing & Invoice

CSS

Javascript

HTML

Dreamweaver

Fireworks

Flash

Word

Access

Excel

Powerpoint

PC Repair

Homesite

Video Editing

## My Objective

I am looking for a fast paced, fun environment that can help me build my resume or establish a career. I love working with people and enjoy being part of a positive team. Being creative and solving critical problems is something I pride myself on. I always enjoy a good challenge. [www.jkleindesign.com](http://www.jkleindesign.com)

## Work Experience

### Web Content Administrator

5/2008 - 9-/2008 Cedar Rapids Gazette, Cedar Rapids, IA (500 3rd Ave SE 52401) 398-8333

- Update and manage the Cedar Rapids, Iowa City Corridor Careers website. Format incoming adds from an XML feed and schedule job postings. I also had to work with clients that had issues or needed help with the websites control panel.

### Manager/Owner

9/2004 - Present MT Cartridge, Cedar Rapids, IA (2343 C Ave NE 52402) 981-3396

- Manage all aspects of a small business from HR to managing inventory levels and ordering products. As a manager at MT Cartridge it is my job me introduce and develop new procedures and software to employees to insure a more efficient and pleasurable work environment. I also serve as a mediator in a store with a no return policy between any unsatisfied customers and employees.

### Sales Representative

10/2003 - 9/2004 Cassill Motors, Cedar Rapids, Iowa (5415 16th Ave. SW 52404) 396-2698

- Provide customers with the best possible experience in buying a used vehicle while still doing what is ethically necessary to get the sale. As a sales representative it was necessary to become familiar with all aspects of a constantly changing inventory.

### Sales Representative

3/2001 - 10/2003 Mike McGrath Auto Center, Cedar Rapids, Iowa (4610 Centerpoint Rd NE 52402) 393-4610

- Provide customers with the best possible experience in buying a new or used vehicle. My duties also included following up with customers to ensure a continued relationship with the dealership.

## Education

2007/2009 - Kirkwood Community College, Cedar Rapids, Iowa

- Internet programming and development. Learned various programming languages and applications for web development. Projects are given strict deadlines and even stricter specifications.

2005 -2007 Kirkwood Community College, Cedar Rapids, Iowa

- Associate Degree
- Graphic Communications. Learned advanced techniques to create esthetically pleasing, creative designs. Explored multiple ways to use various media to ensure client / teacher satisfaction.

2004 -2005 Hamilton Business College, Cedar Rapids , Iowa

- Some College Coursework Completed
- Completed a year of network administration training.

## Volunteer Work

I had the unique opportunity to help teach web design and flash to foreign exchange students from Singapore while I was attending Kirkwood. I am also a part of the advisory board for Kirkwood's Web Technology program.

Freelance Web Design  
[www.cedararpidsbilliards.net](http://www.cedararpidsbilliards.net)  
[www.bluemillscreenprint.com](http://www.bluemillscreenprint.com)  
[www.affordableautoshippers.net](http://www.affordableautoshippers.net)  
[www.iowameatlocker.com](http://www.iowameatlocker.com)

To view my online portfolio please visit:  
[www.jkleindesign.com](http://www.jkleindesign.com)  
[www.leftyscustomink.com](http://www.leftyscustomink.com)  
[www.ltchomes.com](http://www.ltchomes.com)  
[www.theavacentre.com](http://www.theavacentre.com)