

Jeremiah Klein
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Skills

Adobe Golive
Adobe Illustrator
Adobe Indesign
Adobe Photoshop
Billing & Invoice
CSS
HTML
Dreamweaver 8
Fireworks 8
Flash CS3
Microsoft Office
PC Repair
Javascript
Homesite

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

Work Experience

Manager

9/2004 - Present MT Cartridge, Cedar Rapids IA,

- 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,

- Provide customers with the best possible experience in buying a used automotive whole 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,

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

Education

7/2007 - Present Kirkwood Community College, Cedar Rapids, Iowa

- Attending
- Internet programming and development. I am learning various programming languages and applications for web development. Projects are given strict deadlines and even stricter specifications.

7/2005 - 5/2007 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.

7/2004 - 8/2005 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 also volunteer design work for teachers when they have announcements they need to make.

Freelance Work

www.cedararpidbilliards.net
www.bluemillscreenprint.com
www.mtcartridge.com

To view my online portfolio please visit:
www.jkleindesign.com