

# Jordon “Ren” Meredith

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## Summary

If you only needed to know one thing about, it is that I care. I believe all work, no matter how simple or tedious, deserves 100 percent effort because it is important to someone. That someone may be a customer, a manager, a co-worker, or a friend, but no matter who it is for, they are important, so the work, itself, becomes important. Finding ways to do the job better and more efficiently shows appreciation for those around you which helps motivate others to be the best version of themselves. This, in my opinion, helps take a group of people who work together and make them a team.

### Skill Highlights:

- Experienced programmer, having worked on projects such as web applications, CMSs, SSIS jobs, and web site creation.
- Experienced with C#, HTML, CSS, Swift, SQL, Java, JavaScript, VBA, and VB
- Experienced with .NET framework and components
- Experienced manager, having hired, trained, and supervised more than 150 employees over the past 3 years
- Extensive experience with Microsoft Office, and excel at Excel
- Familiar with SEO techniques
- Hardware and software savvy – can build a computer and develop a website
- Experienced with cybersecurity implementation and laws

## Skills & Abilities

### TECHNOLOGY

- Extensive experience with .NET framework and components such as ASP.NET
- Thoroughly experienced with website and web application builds, including use of Bootstrap 4
- Extensive experience with MVC development, including using razor syntax
- Worked as primary developer for SQL Server Integration Services (SSIS) projects.
- Experienced in computer software repair, such as Operating System Repair
- Experienced in computer hardware builds and repair, and have built several computers from scratch
- Familiar with web analytics programs, including Google Analytics
- Extensive experience with the Microsoft Office Suite
- Able to create high functioning Microsoft Office spreadsheets and documents through VBA programming
- Frequently implemented best practices in relation to UI and UX designs
- Experienced with creating and maintaining relational databases
- Understands cybersecurity testing practices, implementation, regulations and resources.

### MANAGEMENT

- Experienced manager having hired, trained, and supervised Best Buy employees to fulfill computer support and repair, auto technician/installation, cashier, and sales positions

- Performed daily positive feedback, coaching, and recognition one-on-ones with employees
- Performed quality assurance checks on client units
- Ensured 100% data privacy
- Provided daily counts of all store funds
- Attended multiple management training seminars
- Increased my Best Buy store ranking from 1,010 to number 56 in the company, with #1 being the best
- Made critical decision on personal acquisition, retention and retraining and, when necessary, dismissal

## **CUSTOMER SERVICE**

- Knowledgeable in to top down selling strategies
- Trained to find the full solution, not just the 'fix' for one problem (ex: protection, accessories, additional products, and services)
- Specialize in managing challenging customers to deliver positive outcomes
- Attended multiple sales training seminars.
- Excelled at learning new skills 'on the job'
- Capable of delivering challenging conversations in a positive and inspiring manner

## **ADMINISTRATIVE**

- Screened and delegated phone calls
- Provided up-to-date metric information to department leaders
- Created necessary coaching, tracking and accountability forms for various departments
- Ensured corporate HR standards were understood and posted
- Participated in extensive record retention
- Developed and conducted employee incentive programs to boost morale and productivity

## **Experience**

Feb 2019 – Present	<b>Software Developer</b> , Diver's Alert Network, Durham, NC
Aug 2018-Feb 2019	<b>Front End Lead</b> , Best Buy, Cary, NC
March 2018-Aug 2018	<b>Barista</b> , Losano Fitness Center, Del Rio, TX
Jan 2018- Feb 2019	<b>Web Designer</b> , Hickory Tech Solutions, Del Rio, TX
Aug 2017- Feb 2019	<b>Digital Media Consultant</b> , Kaplan Construction, Signal Hill, CA
Sept 2015-Dec 2017	<b>Geek Squad Manager</b> , Best Buy, Minot, ND
April 2015-Sept 2015	<b>Back Office Leader</b> , Best Buy, Minot, ND

## **Education**

### **BS, INFORMATION TECHNOLOGY AMERICAN MILITARY UNIVERSITY**

- Major: Information Technology
- Concentration: Mobile Application Development
- Minor: Cybersecurity
- Organizations: Epsilon Pi Tau Honor Society, Golden Key Honor Society, Women in STEM
- Honors: Summa Cum Laude

### **MS, INFORMATION TECHNOLOGY AMERICAN MILITARY UNIVERSITY**

- Major: Information Technology

- Concentration: Project Management
- Status: In Progress

## **ORGANIZATIONS AND CERTIFICATIONS**

- Foundational HTML certified
- Foundational CSS certified
- Foundational Java certified
- Foundational JavaScript certified
- Foundational SQL certified
- President of Epsilon Pi Tau – Delta Tau Chapter; Information Technology Honor Society
- Member of Women in STEM

## **References**

- Michelle Jakubek
  - Current Position: Best Buy General Manager, Shakopee, MN
  - (218) 340-7172
  - Relationship: Professional, Manager
  - Known since 2015
- Jason Schlafer
  - Current Position: Best Buy District Manager, Kansas/Missouri area
  - (920) 809-0273
  - Relationship: Professional, Manager
  - Known since 2016
- Tyler France
  - Current Position: Software Developer, Indianapolis, Indiana
  - (702) 467-1775
  - Relationship: Personal
  - Known since 2014