

Jeremy D. Roberts
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Earnest Wright Bespoke Tailors and Shirtmakers, LLC
General Manager
November 2008 – Present
New York, NY

- Designed bespoke suits, shirts and neckwear for a discerning clientele; working directly with the master tailor to construct garments and orchestrate fittings
- Led strategic planning functions of the company; managing revenue and cost elements of its income statements
- Managed sales teams and worked directly with sample and production facilities to produce an inaugural collection

United States Coast Guard
Human Resources Specialist & Benefits Verification Official
July 2004 – July 2008
Petaluma, CA

- Oversaw and facilitated the indoctrination of select USCG *A-School* students, providing direction and consultative services throughout their terms
 - Spheres of guidance included: expiration of enlistment, complex travel/relocation services for members and dependents, pay and entitlement processes
- Established and maintained 600+ student personnel files and administrative records
- Processed 5,000+ payroll transactions (including earning statements, W2s, travel entitlements, bonuses, etc.) with a 99% accuracy rate

Roberts & Roche Marketing
Founder/Co-Owner
November 2007 – December 2008
San Francisco, CA

- Developed business plans and marketing strategies for an assortment of startup companies, preceded by extensive market research
- Coordinated large-scale corporate events, catering to industry insiders across professional fields
- Oversaw the allocation of event budgets upwards of 150k

After selling my shares of the company in 2008, R&R Marketing became “Dynamic Deeds”, another boutique marketing firm.

Education: Parsons The New School for Design // Fashion Design, 3.44 GPA

Technical Proficiencies: PeopleSoft, Direct Access Portal, Adobe Illustrator, Adobe Photoshop, Microsoft Office