Jeremy Matthey

501.993.6465   jer.matthey@gmail.com   LinkedIn: [Jeremy Matthey]   [Portfolio]

Strengths

- Proficient in: HTML, CSS, JavaScript, Python, JSON, SQL, PHP, Adobe Creative Suite, Windows, MacOS, iOS, and Wordpress
- Expert in Google Suite, Microsoft 365, and iCloud
- Building and organizing databases
- Managing multiple projects at a time
- Adapts quickly to new software and technology changes and updates
- Innovative approaches to problem solving
- Able to implement asset tracking for multiple assets
- Attention to detail

Experience

IT Specialist/Equipment Tech- *Arkansas Provider Coalition* - Little Rock, AR, 2019-Current

- Heads security of laptops and iPhones with VPNs to protect personal health information for HIPAA compliance
- Leads new hires to correctly utilize equipment and software efficiently while communicating in an easily understood manner
- Conducts ongoing trainings on all software updates and implementations
- Orders, organizes, and tracks all hardware assets in circulation
- Processes requests and reclaims all equipment for termed employees
- Oversees company-wide account for 350+ cell phone lines
- Operates member call center account
- Spearheaded project to boost all employee hotspot accounts with first responder status to accelerate workflow efficiency
- Implemented asset tagging program

Teller - *Eagle Bank* **-** Little Rock, AR, 2018-2019

- Processed deposits/withdrawals for bank members
- Maintained balance of cash drawer
- Exhibited excellence in customer support
- Identified fraudulent activity
- Trained in monthly bank security precautions
- Managed transfer of documents to other bank branches
- Performed cash drawer audits for fellow tellers
- Organized and shipped out excess cash shipments to the Federal Reserve

Sales Support - *Domestic Domestic* - Little Rock, AR, 2015-2018

- Maintained e-commerce for current and new products sold
- Managed all social media platforms (Instagram, Facebook, Twitter)
- Photographed products for marketing and e-commerce
- Consistently exceeded competitive sales goals
- Displayed excellent customer service skills
- Received and took inventory for all orders from vendors
- Fulfilled online orders

Education/Achievements

Louisiana Technical College - Ruston, LA
University of Central Arkansas - Conway, AR
University of Arkansas at Little Rock - Little Rock, AR - 2018-current
(IT minor completed) - Expected graduation date: 2021 for Web Dev/Graphic Design
Cumulative GPA: 3.52, Chancellor's List, Dean's List