**Jeremy Matthey**

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## **Capabilities**

* Proficient in coding with HTML and CSS
* Able to build and organize databases
* Manages many different projects at a time
* Knowledgeable on building Wordpress-based sites
* Expert in both Google and Microsoft cloud software, including Microsoft Word, Excel, Powerpoint, and Outlook as well as Gmail, Docs, Slides, and Google Drive
* Adapts quickly to new software and technology
* Innovative approaches to problem solving

## **Experience**

**Summit Community Care** - Little Rock, AR - Current

Equipment Tech/IT/Training and Development

* Secures laptops and iPhone with VPNs to protect patient health information through HIPAA compliance
* Teaches new hires how to correctly utilize equipment and software efficiently
* Orders, organizes, and tracks all hardware assets in circulation
* Solves IT related problems for care coordinators

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

Sales Support

* Maintained e-commerce for current and new products sold
* Managed all social media platforms (Instagram, Facebook, Twitter)
* Photographed products for marketing and e-commerce
* Met competitive sales goals
* Consistent excellence in customer service

## **Education**

Louisiana Technical College - Ruston, LA - 2002-2003

University of Central Arkansas - Conway, AR - 2003-2007

University of Arkansas at Little Rock - Little Rock, AR - 2018-current