

# Jeremy Hughes

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## Objective

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Jack-of-All-Trades looking for a position working in a general labor or specialized environment

## Experience

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### **New Dimension Electronics – Austin, MN**

**June 1998 - Present**

General Operations Manager, Service Technician, Sales Executive, Shipping and Returns Coordinator and Advertising/Marketing Director. Oversee the day-to-day office operations; communicate with clients (on the phone, in the retail location as well as in the client's home); schedule work orders/service calls and help the technicians as needed as well as training them.

### **Mower/Freeborn County Shopper – Albert Lea, MN**

**August 2008 – January 2009**

Graphic Designer in the Composition department - Create, arrange and display client's advertisements into the weekly shopper newspaper. Work with deadlines and account executives to create positive client messaging into the newspaper.

### **Minnesota Army National Guard – Austin & Mankato, MN**

**January 1997 – May 2003**

Specialist (E-4) rank, 11C - Gunner, Assistant Gunner and Ammo Bearer in an infantry mortar squad; Combat Medic and Sling load Inspector certified as well as the day-to-day operations of an infantry mortar squad soldier.

## Education

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### **Minnesota School of Business – Rochester, MN**

**Spring 2007 – Spring 2009**

Associate of Applied Science in Advertising/Graphic Design

Highest Honors lists for a GPA of 4.0 and High Honors lists for a GPA of 3.5 and higher; Perfect Attendance awards; Ad Design Club member

### **Austin High School – Austin, MN**

**Fall 1993 – Spring 1997**

High School Diploma in General Education

## Skills

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Versatile, self-motivated and quick learner with familiar knowledge in construction, small voltage electronics, machinery and power tools as well as the various applications; Creative and artistic with an eye for detail as well; Team player who takes initiative and gets the job done.