

Jeff Holmes

Thornton, CO 80233

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Authorized to work in the US for any employer

WORK EXPERIENCE

Owner

Sherlock Computer Consulting - Thornton, CO - 2016-11 - Present

- *Helping customers with software installation, viruses, and computer-related issues
- *Providing mobile hardware repair and parts replacement for cell phones and PC's
- *Providing consultation for businesses for online marketing

Account Manager/Digital Advertising

Entercom Communications Corp. - Denver, CO - 2016-06 - 2017-02

- *Handling of on-air marketing and events for the Denver area and national digital tools.
- *Using Sale Force to keep track of all incoming business.
- *Working with clients to ensure they are getting the best ROI possible.
- *Worked with digital advertising platforms building campaigns for clients.
- *Constructed Facebook and Google advertising.
- *Helped clients in building their Excel spreadsheets.
- *Aided clients in new Google regulations for mobile website design, AdWords, and SEO.

Service Coordinator

Sears Holdings - Thornton, CO - 2013-08 - 2016-05

- *Working with customers and listening to their issues and expectations.
- *Acting as a go-between management and the customer and making sure all problems are addressed and solved.
- *Providing estimates and keeping track of inventory.

General Manager (GM)/Producer/Digital Media Manager

Top Dog Productions, LLC (FOX News/ESPN) - Lafayette, IN - 2008-09 - 2013-08

- *Working daily on behalf of investors and the Board to ensure the running of the company is streamlined and effective.
- *Keeping sales goals attained and producing campaigns that will continue growth of company.
- *Leading the market in new technology like digital marketing, SEO and online branding and ensuring it's growth along with broadcasting and events.
- *Provided quarterly reports and presented plans for upcoming quarter and how we would not only to continue to meet budget but also grow as a result.
- *Produced and hosted three sports television programs and one educational program for the television arm of the company as well as the local afternoon show for the radio side.
- *Coordinated all radio programs, barter advertising deals, and radio

programming.

*Established long-range objectives and developed innovative strategies to help achieve them.

*Managed and built online regional advertising for ESPN, FOX Sports, FOX News, The History Channel, and two shows on the Travel Channel (Ghost Adventures/Paranormal Challenge).

*Cultivated positive relationships with the community through public relations campaigns.

*Managed all social media programs, including Internet forums, blogs, social networking applications and message boards.

Account Executive

WAZY/WBPE-FM - Lafayette, IN - 2006-01 - 2008-08

I handled the building of new clientele, meeting with no less than 10 clients a days and making no less than 20 cold calls to prospective advertisers to set up introduction meetings. I met my sales goals consistently, always holding either first or second place on the sales board every month, and it was something I was very proud of earning.

On-air Talent/Account Executive

WKHY/WXXB-FM - Lafayette, IN - 2003-03 - 2005-12

Responsibilities

This was my introduction to sales and my responsibilities were to bring on new clients and show them how advertising can work for them which I did very effectively. I sold live remotes, hourly spots, and on-air announcements and began honing my craft with script writing. I learned to listen to the customer and hear their needs and wants in any advertising they decided to buy.

On-air Talent

WGLM-FM - West Lafayette, IN - 1998-10 - 2003-03

Responsibilities

At WGLM, I operated the weeknight shift and ensured spots were played on time, recorded the ABC News feed and edited it for next morning play, kept top of the hour ID on time, and performed remotes as needed.

EDUCATION

Computer & IT

Thomas Edison Stae College - Trenton, NJ
2011-08 - 2012-05

Computer & IT

Purdue University-Main Campus - West Lafayette, IN
1997-08 - 1999-05

Broadcasting

Lincoln College - Lincoln, IL
1990-05 - 1991-05

SKILLS

Microsoft Office, Video Production, Audio Editing, Adobe Creative Suite, Marketing Strategy, Marketing Management, C++, Java, SQL, Javascript, PHP, Computer Repair, Information Technology, C#

ADDITIONAL INFORMATION

Video/audio production; 20+yrs.

Development 5+ (combined)

Management; 10+ yrs.

Experienced with highly honed skills in:

- * Revenue generation
- * Audio and Video editing
- * Problem solving
- * Team building
- * Networking
- * Community relations