

**Skills**

- Advertising/Design
- Web Design
- HTML/Flash
- Adobe Suite
  - Advanced Photoshop & GoLive
- QuarkXpress
- Microsoft Office –PC/Mac
- Press Releases
- News Writing
- Excellent Communication Skills
- Working with the Public
- Conversational German
- Mac/PC Skills
- Building Computers
- Troubleshooting Hardware & Software

**Education**

Morehead State University, Morehead, Ky  
**BA – Communications – Advertising/Public Relations**  
Minor – Speech Communications

*Most Outstanding in Advertising*

**Professional Experience**

Personal Consulting, Morehead, Ky

**Webmaster/Advertising Design**

*Summer 2006-Current*

- Have built a strong client base.
- Efficiently created and maintained several websites from scratch dealing a wide variety of products and services.
- Advertising/Graphic Design – Created campaigns containing logo's, brochures, marketing materials, and websites for clients.
- Studied Social Media and its effects. User of social networks such as twitter, facebook, wikis, blogs.
- Use Google Analytics to run reports and overviews.
- <http://www.jeremytroxell.com/webdesign/portfolio.html> - Online Portfolio
- <http://www.jeremytroxell.com> – main site

Technology Service Center – Morehead State University, Morehead, Ky

**Technology Specialist**

*2005-2009*

- Developed Training Materials (video/quick-guides/interactive-CD) for Faculty and Staff for Microsoft Outlook and Office.
- Leased Machines out to students.
- Analyzed, diagnosed, and repaired Hardware and Software for student and faculty laptops and desktops.
- Worked with Symantec Ghost application to re-image machines.
- Reimaged and maintained classroom labs and workstations.
- Recruited for Laptop Lease Program and Morehead State.
- Spoke with and answered questions for potential students and parents about Morehead State and Laptop Lease Program.
- Answered help desk lines; walking customers through troubleshooting steps over phone.
- Maintained help desk information and walk through guides for troubleshooting.
- Managed an Outlook and Exchange Campus Conversion.
- Managed a campus wide MS Office update.
- Worked with other Technology staff in a team environment.
- Dealt and resolved customer complaints.

Wal-Mart Stores Inc., Morehead, Ky

**Cashier**

*2003-2005*

- Achieved 4-Star Rating

Honors Leadership Residential College - MSU., Morehead, Ky  
**Office Assistant**

2005 (Spring Semester)

- Designed New Logo for HLRC
- Handling Student Complaints.
- Secretarial Duties.

Floyd County Clerks Office, Prestonsburg, Ky  
**Deputy Clerk**

2001-2005 (Seasonal)

- Dealing with the Public.
- Checking and logging in Deeds, Mortgages, Releases, Wills.
- Signing off on County Documents.
- Researching Documents.