

Liam Jewell

Bachelor Science: Business Administration (Honors)

Minor: Information Technology

GPA: 3.4 Overall; 3.7 Within major.

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Objective: *To attain a job that utilizes my skills in business, management, and customer service; will demonstrate my abilities with computers, people, and business. To develop a future career with a reputable company.*

Shellbook Publishing Systems (Full-Time)

5/07 - Present

Chief Operating Officer (COO)

- Manage all day-to-day activities of the company
- Manage employees in R&D, Sales, Marketing, and Software Development
- Responsible for the Development, Design, Operation, and Improvement of both the products and services for Shellbook
- Run all aspects of the Business Office, including Paying Bills, Payroll, Budget, reports to CEO, Accounting, P&L predictions, and Employee Management
- Develop and implement contracts and NDA's.
- Meet with potential business clients and negotiate working agreements.

Earth Protection Systems, Inc. (Part-Time)

3/08 – Present

Business Operations Advisor

- Create, direct, and coordinate the running of all day-to-day business operations
- Act as a consultant for all management related tasks within the company
- Assist in product Marketing and Sales including attending conventions on behalf of the company and meeting with potential clients.
- Provide direction and suggestion to grow the company from its current start-up status.

Financial Resources (Full-Time)

2/07 – 3/08

National Director of Marketing

- Design and implement Phone Book Ads around the country
- Multiple Email Blasts to over 50,000 targeted customers nationally
- Website Design and promotion
- Billboards – Cost analysis, design, placement decisions, and negotiation
- Suggested, Managed, and implemented a new logo for the company
- Develop and distribute Press Releases
- Signs – everything from "H-Frame" to Billboards
- Television Ads – including partnering up with the BBB
- Brand our name on freebees for conventions and for sales representatives

*All of the listed above, have either gone live or into final production stages.

Information Technology Department, PSU (Full-Time) 04/06 – 02/07

Supply Transfer Manager/Event Support Manager/On-Call Support

- Oversaw the transfer of all supplies, software, hardware, and computers during the re-organization of the Information Technology Services (ITS) department
- Assisted in the implementation and coordination of PSU events
- Worked with individuals of varying degrees of technical expertise to assist them in using technology in order to effectively accomplish presentations

Information Technology Department, PSU (Part/Full-Time) 09/04 – 02/07

Help Desk Supervisor, Residential Computer Technician, Live Chat Support

- Provided excellent IT customer service to a variety of Students, Faculty and Staff.
- Provided expedient support services for laptops and walk-ins
- Provided on-site computer repair (Hardware and Software)

Liam's Blue Wave Tae Kwon Do Studio

Various times since 2005

Sensei (Instructor/Owner)

- Train/Instruct Students.
- Set goals for students, and assist them in attaining those goals.

Experienced In:

- Management
- Business
- Marketing
- Customer Service
- Instruction
- Negotiation
- Project Management
- Team Leadership
- Sm. Bus. Accounting
- Public Speaking
- All types of communication
- Research and Analysis
- Sales
- Presentations
- ROI, CPM, and other related cost analysis techniques.
- Website Design, Hosting, and Mgmt.
- Web-Based Training
- Computer Programming
- All Technology
- Computers

Personal Traits:

- Excellent Problem Solving Skills
- Patient
- Well-Mannered
- Hard Working
- Fast Learner
- Excellent Attendance
- Strong People Skills
- Level-headed
- Work well under stress
- Friendly
- Encourage and support others to perform their best.
- Work well within time limits
- Acquaint quickly to new people and to new programs
- Positive Outlook/Attitude

References

Scott Farah, **President & CEO**

Financial Resources National & Shellbook Publishing Systems
15 Northview Drive
Meredith, NH 03253
(603) 279-1133
sfarah@fnational.com

Donald Dodge, **President**

CL&M Associates
PO Box 7017
Gilford, NH 03247
(603) 279-3440
ddodge@clandm.com

Brian Judar, **COO**

PO Box 1040
Meredith, NH 03276
(603) 303-7542
brian@earthprotectionsystems.com

Honors, Achievements and Other Interests

- Delta Mu Delta (Business Honors Society) member
- Black Belt (Tae Kwon Do)
- Honors 2000-2008
- Computer Security
- Published News Articles
- Published Poetry
- Biking, Kayaking, Hiking, Backpacking, Camping
- Web Page Design
- Marketing
- I am familiar with **ALL** major software programs.
- I greatly excel working with people on both an individual and group level.