

JEREMY NORMAN

DETAILS

ADDRESS

Lubbock, Texas, 79424

PHONE

(806) 787-2032

EMAIL

jeremynorman@gmail.com

SKILLS

Communication Skills

Problem Solving

Leadership

Teamwork

Organizational Skills

Time Management

Microsoft Office

Salesforce

Google Workspace

Slack

Zoom

Google IT Support
Professional Cert.

Canva

Mailchimp

Hootsuite

Final Cut Pro

Logic Pro X

Adobe:

•Dreamweaver

•Illustrator

•InDesign

•Premier Pro

•Spark

PROFESSIONAL EXPERIENCE

Real Estate Professional, Self-Employed

Jan 2013

- Develops and implements marketing strategies to promote properties and attract potential buyers, resulting in increased visibility and higher sales volumes.
- Maintains a strong client base through effective networking, prospecting, and relationship-building strategies.
- Demonstrates an ability to learn quickly, adapt to new situations, and work effectively in fast-paced environments.
- Manages email and print marketing campaigns and maintains regular communication with clients, providing updates on new listings and market trends.
- Leverages social media platforms, online advertising campaigns, and print media to increase property visibility and generate leads.
- Creates property listings, brochures, and marketing materials to showcase property features and attract potential buyers.
- Collaborates with photographers and videographers to produce high-quality visual content for property listings.
- Conducts regular performance evaluations, providing feedback, recognition, and professional development opportunities for team members.

Designer | Project Manager, Manor Design Group, LLC

Feb 2016

- Design branding package for business, including logo, website, and promotional items.
- Updates and maintains the Manor Design Group business website.
- Demonstrate strong organizational and time management skills, effectively balancing multiple projects and deadlines.
- Utilizes design software (SketchUp and Revit) to create floor plans, elevations, and 2d/3D renderings, effectively communicating design concepts to clients and contractors.
- Conduct market research to identify current design trends, materials, and fixtures, resulting in innovative, on-trend design solutions that exceed client expectations.
- Oversees project budgets, track expenses, and implement cost control measures to optimize financial performance.

Business Development, Circle Bar 12, LLC

Jan 2019 — Feb 2022

- Cultivated partnerships with co-ops, gins, and farmers in local communities, effectively promoting and marketing services to expand the customer base.
- Managed carrier agreements, successfully establishing partnerships with new businesses to drive growth and increase market presence.
- Secured favorable freight contracts with brokers and transportation carriers, optimizing cost efficiency and ensuring reliable and efficient transportation services.
- Fostered client relationships, leveraged connections to gather valuable data and identify opportunities for offering additional services.

Recruiter | Graduate Assistant, TTU Grad School

Aug 2012 — Dec 2012

- Engaged with prospective students, answering their questions and providing information about the university's graduate programs, admission requirements, and campus life.
- Acted as a brand ambassador, effectively promoting the university's Graduate School academic offerings, research opportunities, and campus culture to prospective graduate students.
- Provided guidance and support to prospective students throughout the application and enrollment process, addressing inquiries and providing resources.

Advisor | Graduate Assistant, TTU | Marsha Sharp Center for Student-Athletes

Aug 2010 — Aug 2012

- Provided comprehensive academic advising to student-athletes, assisting them in developing and maintaining academic plans aligned with NCAA eligibility requirements and university degree programs.
- Developed and implemented effective academic support strategies to enhance student-athletes academic success, including study skills workshops, time management training, and monitoring academic progress.
- Collaborated with faculty, coaches, and university staff to ensure seamless integration of academic and athletic responsibilities, addressing conflicts or challenges.

Tutorial Coordinator | Student Assistant, TTU - Marsha Sharp Center for Student-Athletes

Aug 2008 — Aug 2010

- Recruited, trained, and supervised a team of 100+ tutors, academic coaches, and class checkers to assist student-athletes in various subjects and academic disciplines.
- Collaborated with the Learning Assistance Program and Academic Advisors to identify students' tutorial needs and align program offerings accordingly.
- Conducted regular needs assessments and evaluations to assess tutorial program effectiveness and identify areas for improvement.

EDUCATION

Master of Science in Interdisciplinary Studies, Texas Tech University

Lubbock, Texas

Areas of Study: Higher Education, Counseling, & Sports Management

Bachelor of Science in Exercise & Sport Science, Texas Tech University

Lubbock, Texas

CERTIFICATIONS & INTERNSHIPS

Digital Marketing Certificate - Google

2023

This certificate program includes a series of online courses that cover the intricacies of digital marketing.

Marketing Intern - Study Abroad, Cuesta Sport

Seville, Spain (TTU Campus)

Jan 2010 — Jun 2010

Photographed gym and trainers, updated Cuesta Sport websites, and developed marketing materials and presentations targeting college student studying abroad.