

Jeremy Richmond

JEREMYTHEAR15@gmail.com

(949) 390-3391

EDUCATION:

Northview High School Diploma Awarded

Graduated Top 10 of Class - June 1997

DeVry University Degree Awarded

Graduated October 2003 -

Bachelors of Science: Business Administration

Major: Business Information Systems.

Coastline College Degrees Awarded

Graduated Associate Degrees

1-Social and Behavioral Science - May 2019

2-American Studies - May 2022

3-Math & Science - May 2022

Positions and Industries of Interest

- Stock Market
- Owner /Partner
- Management
- Financial Analyst
- Housing Market
- Remote
- Financial Market
- Technology
- Trainer
- Banking
- Non-Profit Organization
- Business Analyst

Computer Programs / Language Experience:

- MS Word
- MS Excel
- MS PowerPoint
- MS Access
- MS Project
- HTML 5
- CSS 3
- Logics
- SVP (Wells Fargo)
- Lacerte Tax Software
- Drakes Tax Software
- OS - Windows Based

SKILLS:

- Management
- Leadership
- Decision Making
- Mathematics
- Process Orientated
- Methodical
- Analytical
- Ethical
- Teaching / Mentoring
- Communication
- Presentation
- Professional

WORK EXPERIENCE:

The Home Depot 1997 - 2003

Positions: Lot Attendant / Inside Garden Associate / Paint Department Associate

First job that not only laid the foundation, but also helped build upon that foundation of providing excellent customer service in a dynamic and fast paced atmosphere. Worked successfully in a team environment by taking a positive approach to work well with fellow associates, combined with going above and beyond to meet and exceed customers expectations to build loyal, repetitive, and long lasting business relationships. Expressed a strong work ethic to work effectively, efficiently, creatively, while professionally communicating, taking initiative, and helping create a positive work environment.

Wells Fargo Bank N.A. 2004 - 2006

Position: Business Banking Officer / Specialist

This position was at one of the few business centers that existed in the company that catered to business clients that was seeking or already had an existing business relationship. Professionalism, attentiveness, great communication skills, identifying needs, wants, and the ability to provide value by meeting and exceeding client expectations were some of the key factors to successfully tending to their business needs. This included, but was not limited to opening business checking accounts, savings accounts, lines of credit, loans, and by offering additional services such as merchants services, payroll services, and personal account services for the new and existing business clients. This position included the responsibility of acting as a key holder to the branch to open it or close it, if needed, as well as working in tandem to access the vault as needed. Discipline, trust, strong ethics, and having a great moral compass all played a role in being a Business Banking Officer / Specialist.

U.S. Remodelers 2006 -2008

Position: Regional Field Marketing Manager

This position involved multiple facets regarding increasing the business relationship between the largest home improvement retailer (Home Depot) and U.S. Remodelers, a national vendor that was one of the few selected At Home Installation Services companies. Covered the Southern California Region, which included 130 Home Depot Stores stretching from San Diego to Ventura. Starting off as an outside sales representative, I was able to quickly be promoted to Regional Field Marketing Manager. Relationship management and maintaining and increasing lead flow was the main purposes of this position that I successfully did and bonus every month due to my performance level achieved. I would visit approximately 5 stores a day with the focus on the following:

Increase Lead Flow

Product Knowledge and Lead Generation Training - This was done at the one on one level, by department, via store meetings, and at a district wide level through a corporate setting.

Display and Marketing Material Maintenance

Business Relationship Management

PowerPoint Presentations

Trained and Introduced 3rd Party Lead Generation Team to Regional Area.

The Home Depot 2009- 2012

Position: Supervisor of Paint / Electrical / Hardware

Tax Doctor 2011 - 2016

Sole Proprietor - Owner/ Tax Preparer

income tax preparation side business with a focus on individual income tax preparation for both Federal and State income tax filings. Filed all the appropriate paperwork and obtained the proper business licenses to go along with getting C.T.E.C. certified, obtaining a PTIN, and using professional tax software for all processing and e-filings.

OREQ Corporation 2013 -2015

JR Consulting and Services 2023-2024

Clarity Is Key Consulting LLC 2024 -2025

Special Notes:

1997 - Northview High School Graduated in top 10 of graduating class.

2003 - DeVry University - Senior Portfolio Of The Year.

Home Depot - Received Multiple Merit Badge Awards Including Merit Increase of pay.

C.T.E.C Certification