

Jeremiah Miron

Seeking a change.

Clarksville, TN 37043

jeremiahmiron@gmail.com

+1 931 980 0793

Experienced and bright individual with an intentionally varied employment history. Possesses a keen eye for detail and is very meticulous in all areas of work. Skills include conflict resolution, communication at all levels, supervision, legal knowledge, office experience, data entry, and research. Strong professional with a military background and the ability to adapt easily to new environments. Recently diagnosed with both Asperger's and transverse myelitis and looking for a professional change that is better suited to my strengths and current physical capabilities.

Authorized to work in the US for any employer

Work Experience

Shower Installer

Closet Design Specialists - Clarksville, TN

September 2021 to January 2023

Made the decision to leave due to a medical condition that prohibited me from performing my job duties.

Owner/Operator

Black Sheep Contracting - Clarksville, TN

April 2021 to September 2021

Attempted to start my own shower business; due to difficulties in obtaining a supplier, I made the decision to shut it down.

Estimator and Project Manager

AllNite Glass - Clarksville, TN

June 2019 to April 2021

Assisted customers in the planning and design of custom frameless showers in both new construction dwellings and remodeling projects. Personally responsible for the measuring, pricing, and ordering of shower glass and materials. Also responsible for miscellaneous custom glass projects, such as glass railings. Maintained desired profit margins by creating and implementing a streamlined and efficient process while tracking projects and profits using a database I created. Responsible for supervising and scheduling two teams. Heavily involved in the sales process with various glazing projects and solely responsible for any customer service issues that arose.

Glazier/Installer

AllNite Glass - Clarksville, TN

May 2016 to June 2019

Specializing in custom shower installation. Also experienced in commercial installation, residential repairs, and custom glass work including glass tabletops, shelves, mirrors, and cabinets.

Sales Associate

Furniture Connection - Clarksville, TN
June 2015 to March 2016

Sales associate at Ashley Furniture Homestore

Trivia Host

Nerdy Talk Trivia
December 2013 to February 2015

Engage customers of local restaurants in an entertaining fashion while hosting games of trivia. Responsibilities include encouraging guests to play, keeping score, playing appropriate and upbeat music during the game, and interacting with all participants in a fun and respectful manner.

Service Clerk

Hutson, Inc - Russellville, KY
April 2012 to November 2013

Drafted work orders for technicians to perform repairs on various pieces of farm equipment, input payroll information on a daily and weekly basis, interacted with customers both in person and over the phone in a variety of capacities (tech availability, billing questions, diagnostics of various equipment, etc.), acted as Service Manager in his absence, assigned technicians to various jobs based on skill level and knowledge, supervised one employee, assisted other departments as necessary.

Paralegal Noncommissioned Officer

US Army Reserves - Nashville, TN
August 2011 to February 2012

Assisted in the execution of various tasks and day-to-day operations, including training and schedule creation; as a Sergeant (E-5), served as direct supervisor to three junior Soldiers.

Office Assistant

Exit Realty - Clarksville, TN
December 2010 to May 2011

Assistant to several Realtors, assisted with creating and maintaining home listings on various real estate websites, helped to organize filing system for client information and folders, increased visibility for property listings by creating blogs and a YouTube account and posting videos and pictures showcasing the home's features, assisted in the mailing of several types of correspondence to clients and potential clients, ensured necessary contractual documents were scanned and included in online folders.

Paralegal Noncommissioned Officer

US Army - Fort Campbell, KY
September 2004 to May 2009

Processed and filed several courts-martial cases, including several high-profile murder cases; drafted and filed the necessary paperwork for non-judicial punishment of Soldiers; interacted with various unit commanders on a regular basis; oversaw the 3rd Brigade Combat Team, 101st Airborne Division's foreign claims operation which, in the course of 15 months, paid over \$2 million to Iraqi local nationals in the Baghdad area; generated and maintained several reports and databases on both Microsoft Excel and

Microsoft Access to accurately keep record of judicial, non-judicial, and foreign claims information; as a Sergeant (E-5), served as a supervisor for new Soldiers who were assigned to the 3rd Brigade Combat Team Legal Office; accumulated a general knowledge of a variety of different Military Occupational Specialties; assisted Soldiers in the preparation of multiple deployments by ensuring all legal issues were taken care of, such as powers of attorney, wills, rental agreements, marriage and divorce information, and any other legal assistance issues that arose. Held and maintained a Secret clearance for the entirety of service.

Education

None

AUSTIN PEAY STATE UNIVERSITY - Clarksville, TN

High school diploma or GED

Skills

- Excel
- Filing
- Outlook
- Payroll
- Scheduling
- MS Office
- Sales
- Estimating
- Word
- Customer Service
- budget
- Construction Experience
- Supervising experience
- Glass Installation
- Microsoft Access
- Blogging
- Legal Drafting
- Time management
- Office experience
- English
- Relationship management
- Microsoft Office
- Project management
- Microsoft Excel
- Data entry

- Microsoft Word
- Order entry
- Computer literacy
- Microsoft Powerpoint
- Microsoft Outlook
- Research
- Writing skills
- Windows
- Analysis skills
- Leadership
- Administrative experience
- Customer relationship management
- Project coordination
- Communication skills
- Organizational skills
- Construction estimating
- Construction management

Languages

- French - Beginner
- Spanish - Beginner

Military Service

Branch: United States Army

Rank: Sergeant

Certifications and Licenses

Driver's License

Secret Clearance

Assessments

Customer Service Manager — Highly Proficient

August 2020

Managing customer service representatives and resolving customer issues

Full results: [Highly Proficient](#)

Sales skills — Highly Proficient

August 2020

Influencing and negotiating with customers

Full results: [Highly Proficient](#)

Work motivation — Completed

August 2020

Level of motivation and discipline applied toward work

Full results: [Completed](#)

Project timeline management — Highly Proficient

April 2021

Prioritizing and allocating time to effectively achieve project deliverables

Full results: [Highly Proficient](#)

Project management skills: Budgeting — Proficient

April 2021

Managing project budgets by appropriately allocating and monitoring financial resources

Full results: [Proficient](#)

Management & leadership skills: Planning & execution — Expert

March 2021

Planning and managing resources to accomplish organizational goals

Full results: [Expert](#)

Data entry: Attention to detail — Proficient

January 2022

Maintaining data integrity by detecting errors

Full results: [Proficient](#)

Proofreading — Expert

January 2022

Finding and correcting errors in written texts

Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

SKILLS Proficient with Microsoft Word, Excel, and PowerPoint with some limited knowledge of Microsoft Access;

can operate various Mac programs; excellent organizational, communicative, and interpersonal skills.