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**Jeremy Nadel**

**EDUCATION** **BA History,** University of Oregon, Eugene March 2013 (Expected)

* Emphasis on European/ South African History
* Business Minor, Emphasis on marketing/sales
* Studied Abroad in Oviedo, Spain 2012

**EXPERIENCE**

**Computer and Technologies Room Supervisor**, STAR After School Programs. 2009-2010

* Supervised and managed children ranging from age 8-14
* Taught basic computer skills and use of programs
* Required ability to manage and control groups of 15-30 children

**Sales Representative**, Oregon Endo (local clothing company) Eugene, OR 2011

* Marketed and distributed clothing to local Oregon clothing stores
* Assisted with production of shirts and other clothing

**Law Office File Clerk**, Norman Nadel, Attorney at Law, Los Angeles CA 2009

* Filed confidential legal documents for busy law office
* Edited legal paperwork and statements

**Volunteer**, STAR Summer Camps, Santa Monica, CA 2008

* As volunteer counselor, responsible for care and teaching of children
* Responsible for creating and organizing activities for children

**SKILLS** Basic computer processing and program knowledge

* Microsoft Office, (Word, Excel, Powerpoint)
* Photoshop
* Research experience relating to consumer demographics and global marketing

Languages

* Basic conversational Spanish

Leadership

* Ability to successfully motivate people to work more effectively
* Strong communication skills including negotiation and collaborating