

## Justin Jeffries

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### Address

1162 Neon Way  
Louisville, KY 40204

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## Specialties

Internet Marketing, Project Management, and Account Management

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## Recent Work Summary

Jan. 2001 - May 2004

**Digital Business Solutions Inc.** Louisville, KY

[www.resultsbydesign.com](http://www.resultsbydesign.com)

**Key Roles:** 50% Owner, Operations / Project Manager, Website Interface Designer, Webmaster, Search Engine Marketing Specialist, Ecommerce Consultant, Sales & Marketing, Accounting, Purchasing, HR, Customer Support, Client Management

**Company Information:** Digital Business Solutions provides website design, programming, hosting, maintenance, and marketing services and has a variety of long term customers large and small and from a variety of industries.

**Noteworthy:** Transitioned from a one person operation serving 1 website client to a successful and continuing business operation with over 60 clients, 4 full time employees, 2 part time employees. Played a significant role in the design, development, and success of over 60 customer websites. Most are current and live on the Internet.

Feb. 1998 – Nov. 2000

**Global Marketing Concepts Inc / Digicove** Louisville, KY

**Project Manager:** Managed website production team. Worked with customers to insure accurate specifications and overall customer satisfaction. Weekly reports to development group manager. Launched over 50 new website projects.

**Editor and Webmaster:** Responsible for design, implementation, editing, marketing, copywriting, and planning of KentuckyGolf.com. During my time as webmaster, from February 1998 to November 2000, KentuckyGolf.com increased visitors on an average of 30% per quarter and grew significantly in the amount and variety of content.

**Marketing Executive:** Prospecting for new website and hosting clients via telephone, email, and regular mailings. Creation and presentation of proposals. Website advertising sales for 4 local Internet portals.

Oct. 1995 – Jan. 1998

**Xerox Corporation** Louisville, KY

**Account Manager:** Sell, manage, and support “Document Management Services” outsourcing to existing customers. Accountable for preparation and presentation of sales proposals. Post sale responsibilities included maintaining positive relationships with operations, administration and other Xerox organizations to ensure successful implementation and operational plans.

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**Key Software Experience**

Adobe Photoshop, Macromedia Dreamweaver, Microsoft FrontPage, Microsoft Outlook, Microsoft Word, Microsoft Publisher, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Adobe Acrobat, QuickBooks Pro, Microsoft Visio, Adobe Illustrator, Various FTP Clients

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**Operating Systems**

Windows operating environments including 3.1, 95, 98, 2000, NT, and XP. Familiarity with IIS Web Server and Windows 2003 Server. Familiarity with Linux based servers running Apache.

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**Web Related  
Programming Code**

Implementation of: HTML, CSS (Style Sheets), XML, and Java Script. Managed implementation through programmers: ASP 3.0, PHP 4.0, and the related MySQL and MS SQL2000 database structures.

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**Education**

**University of Louisville**  
Bachelor of Science in Business Administration  
Management Major, Graduated May 1995

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**Website**

[www.justinjeffries.com](http://www.justinjeffries.com)  
Visit my website for a full portfolio of my work. Be sure to click on the "Portfolio" section.