



James Meyer

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OVERVIEW

Adaptable – Military family youth, moved 5 times
Dependable – Arrives early/Stays late as needed
Trainable – Multiple and Varied Work Positions

Grounded – K-12 Home Schooled
Hard-working – Farm and Ranch raised
Responsible – Moral & Ethical Boundaries

EDUCATION

University of Wyoming (UW); Laramie, WY Aug 2019-May 2021
Bachelor of Arts, Communication - Minor in Public Relations

Eastern Wyoming College (EWC); Torrington, WY Aug 2017-May 2019
Associate of Arts, Sociology
Associate of Science, Interdisciplinary Studies

Home School/Diploma; Wheatland, WY + 5 locations globally Aug 2013-May 2017

WORK EXPERIENCE

PVC / C.H. Brown Co., LLC; Wheatland, WY Feb 2022 – Present

-Loan Technician (full-time)

- Screen, review, and process new credit applications from a network of broker referral partners
- Communicate with individual brokers via phone and email regarding the status of credit requests
- Troubleshoot/problem solve when difficulties arise about specific applications

-Title Administrator (full-time)

- Scan, file, and process/manage paperwork for active and paid-off loans
- Contact/communicate with borrowers via phone & email regarding loan pay-off and titles' lien release
- Research/aid borrowers whose loans are in title default; create solutions to restore contractual standing

-Operations Clerk (part-time)

- Coordinate, process, and complete requests for GPS tracking devices
- Order and prepare GPS units for mailing to customers
- Upload equipment finance documents into back-end data management system

Platte County Record-Times; Wheatland, WY Aug 2021-Apr 2022

-Contributing Writer (part-time)

- Assigned weekly leads and planned schedule to ensure the likeliest attendance at story events
- Conducted interviews and captured photos of important persons during story events
- Reviewed/edited photos and interviews to create cohesive and acceptable newspaper-quality material for publication

UW Athletics Department; Laramie, WY Dec 2020-May 2021

-Video Production Intern (part-time)

- Operated audio/video cameras during live broadcasts of inter-collegiate sports contests
- Managed software-driven replay and editing system and selected clips for playback
- Oversaw/adjusted real-time camera lighting & shading to ensure top-notch video production

COMMUNITY ENGAGEMENT / VOLUNTEER

- UW 7220 Entertainment Club: brainstormed 6+ event ideas, worked at 4 positions during events
- EWC Student Government Treasurer AY16-17: monitored/recorded expenses, provided weekly reports to the governing body; completed 5 hours of roadside clean-up community service
- Vacation Bible School helper x4, 2015-18: supervised sports & games, acted/performed in skits & short plays
- Mission Trip x2 (NE): led small team, taught youths' daily devotions, helped construct/erect building

SKILLS & ACTIVITIES

- Organize & Manage: Held three student club/organization leadership positions at both EWC & UW
- Computer Use: Adept use of MS Word, Excel, PowerPoint, and Outlook; solid experience with Adobe Suite
- Media: Practiced use of video editing and dubbing/sound recording; competent basic-level website design