



NATE JARNAGIN

Since I started working in 1993, I have always strived to be one of the best at what I do. I believe that my honor, character, and work ethic have always helped me surpass the expectations of the positions that I have filled.

CONTACT

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Clinton Highschool
Diploma – 1996

Hinds Community College
Associate of Arts - 2009

Mississippi College
Bachelor of Science in Communications/Public Relations - 2025

WORK EXPERIENCE

Mississippi College - Administrative Assistant July 2018–Present
Duties have included: Managing all accounts for the Art Department and completing all purchasing required, responsible for all department communications, coordinating department events and calendar, coordinating the department course schedule, compiling data for various reports, attending the Faculty Meetings and taking minutes, assisting with Gallery events, coordinating department growth and capital investment, compiling scholarships, coordinating the planning, construction, and scheduling of departmental areas including the Gore Arts Complex, and assisting the Department Chair, Interim Dean, and other Faculty in the daily running of the Department.

Mississippi College – Assistant Carpenter June 2013–July 2018
Duties have included fixing various structural needs though out campus, working with Faculty, Staff, and students to address the needs that they would notice arise on campus.

New York Life – Registered Representative September 2011-May 2013
Assessing people's life insurance, long term care insurance and retirement income needs. Then determining which products will fit their needs.

U.S. Band – Lighting/Stage Technician August 2006-May 2009
Duties included setting up: sound equipment, lighting, stage gear, and the instruments. Also diagnosing and repair of equipment along with driving the equipment truck. Taking up and being responsible for all money at the venue door.

Up the Creek – Server/Bartender August 2005-August 2006
Duties included bartending, serving customers, the training of: new bartenders, servers, and management on front-of-the-house procedures.

U.S. Army; Fort Bragg, NC – Paratrooper January 2002 - August 2004
Duties included paratrooper and infantry training, repairing various communication devices, repairing COMSEC devices, completing all paperwork on all repaired equipment and parts ordered, was assigned to production control to coordinate all equipment and parts coming in and out of the COMSEC repair shop.

While deployed to Iraq (September 2003 - April 2004) duties also included helping wire a base with electricity and phones, performing various guard duties, and being in charge of the sandbag detail that used 200+ local Iraqi workers to battle harden various structures which included coordinating the teams of workers and the guards to watch them.

SKILLS

Leadership: Many of the experiences that I have had have developed leadership skills and traits. My ability to think creatively and communicate clearly is strengthened by my adaptability and integrity which I consider to be my greatest trait. I never lie or cheat and I will only work for companies that will not ask me to do so. In my current role I manage all of the student workers for the Art Department and I have served as a team or group leader in the majority of my places of employment, my military experience, and my time as a Scout Leader.

Troubleshooting and problem solving: While in the Army, I trained to troubleshoot every piece of communication equipment that they used at the time, along with every type of communication security (COMSEC) equipment that was in use. While working as a stage/sound/lighting technician, I learned to troubleshoot any problem that would arise with the lighting or sound systems. While working for New York Life, after attending their training to learn to use their software, I learned to help people figure out what their insurance needs were and what their retirement income needs were. I would then help them by figuring out which products they would need to put in place now to protect their family if something happened to them, and so that their retirement would have the income that they would need when they got to that point.

Teaching: In most of the jobs that I have had, I have advanced into leadership roles such as trainers, for my ability to teach others how to do the job correctly. I was not with New York Life long enough to be an official trainer for them, but I was generally who most fellow agents came to for advice about a product.

Customer service: Every job that I have held has had some aspect of customer service in it, and I developed the skill of diplomacy while working as a server and bartender.

Multi-tasking: Being a server and bartender along with many Army duties developed my ability to multi-task.

Computer program skills: all of the jobs that I have had aside from being a carpenter have required using computer programs at some level. I have a working knowledge of Windows OS, Mac OS, Google Apps, and Microsoft Office.

ADDITIONAL TRAINING

I am a former Boy Scout, and I have maintained the moral and leadership ability which they instill. I am also a former Scout leader, I was the Assistant Scoutmaster for one year and was the Scoutmaster for 6 years, in which I worked very hard to keep our troop organized, growing the troop from having 5 scouts to 45 scouts in that time. During that time, I have served as our District's Fundraising Chairman, an instructor on the VOLT class (Volunteer Outdoor Leadership Training), coordinated the University of Scouting training event, I have completed the Wood badge Leadership training course, which is the highest level of training that an adult leader in scouting can attain, and was an instructor for that course in March of 2019, I also served as our District's Camping Chairman and as the Council's Camporee Commissioner. I am CPR/AED certified, and I am Wilderness First Aid certified. During my time in the Army, I received leadership training, along with survival and combat training. I also have Theatre and musical training and had many extracurricular activities through high school and college. I have a strong work ethic, and aside from my full-time work experience, I have also worked as a handyman and a landscape artist since 1993.

References are available upon request.