Timothy Widoff

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***Career Goal***

To obtain a position within the Information Technology Department in a mid-sized organization with room for

advancement.

# ***Work Experience***

## Ride Share

Uber Partner Drivers - Camano, WA, August 2017 to 2020

-Provided rides for various amounts of people

-Provided riders with knowledgeable recommendations of the local area Examples: Restaurants, Hotels, Shopping locations, and sightseeing locations.

-Operated a clean car for riders

-Maintaining car for safe daily trips

-Bookkeeping of all expenses

**FedEx Driver**

3KS Services Inc. – Burlington, WA

March 2019 to April 2019

-Operated FedEx delivery truck

-Cleaned FedEx delivery truck

-Organized packages inside delivery truck

-Loaded packages into delivery truck in Warehouse

-Scanned and delivered packages

-Loaded packages from FedEx Retail Stores into delivery truck

## General Manager

Old Faithful Geyser, Inc. - Calistoga, CA,

January 2013 to December 2016

-Initiated advertising, social media

-Payroll, Bank Deposits, and Balancing

-Supervised, Staff Scheduling, Inventory Manager, and Vendor Ordering

-Managing all staff, and all livestock of petting zoo

-Planed and arranged events

## Manager

Old Faithful Geyser of California - Calistoga, CA ,

January 2010 to December 2012

-Entering Payables, Dailies, and bank deposits into QuickBooks

-Counting and entering daily totals and preparing balance sheets in Microsoft Excel

-Replying to all emails for the business through Microsoft Outlook

## Cashier

Old Faithful Geyser of California - Calistoga, CA ,

March 2006 to December 2009

-Operated cash register for gift shop sales and restocking inventory

-Cleaning Gift Shop

-Assisted Manager on ordering for the gift ship through vendors

## Night Security

Old Faithful Geyser of California - Calistoga, CA ,

December 2003 to March 2006

-Provided night security rounds for the property with dog

-Secured gift shop

-Supervised care of security dogs

# ***Education***

## Certification

## TestOut PC Pro, Completed March 2020: Computer Operating Systems, PC Hardware, PC Software, Basic Networking Devices & Printers, Remote Access, Virtualization, Storage, Mobile Devices, Security, Malware Detection & Prevention, Troubleshooting.

## TestOut Security Pro, March 2021: Access Control and Identity Management, Cryptography, Policies, Procedures, and Awareness, Physical Security, Perimeter Defenses, Network Defenses, Host Defenses, Application Defenses, Data Defenses, Assessments and Audits.

## TestOut Server Pro 2016, Install and Storage March 2021: Storage Services, Network Services, File and Print, Virtualization, High Availability, Active Directory, Group Policy.

## First Aid CPR AED Certificate

## College

Santa Rosa Junior College - Santa Rosa, CA September 2003 to December 2004

Skagit Valley College – Mt. Vernon, WA September 2019 to June 2021 with AAS in Computer Information Systems

## High School

Calistoga Junior-Senior High School - Calistoga, CA September 1999 to June 2003

# ***Personal Summary***

Computer skills in Microsoft Word, Excel, Outlook (9 years), Profit & Loss (4 years), Computer Hardware troubleshooting and repair (2 years), Database Programming VBA (2 years), Microsoft Access (2 years), Windows PowerShell (1 year), Database SQL (2 years).

Excellent communication with Vendor Ordering (7 years), Event Planning (7 years), Team Building (7 years), Vendor Relations (7 years)

Work well independently or as part of a team with skills in operations, inventory, payroll, training, scheduling, networking and event planning.