

Timothy Machado

1700 Melissa Lane, Cleburne, Texas -- 541.606.2207 --timothy.machado@mavs.uta.com

Work Experience:

Apartment & Resident Life (1/1/16 – Present)
701 S. Nedderman Drive • Arlington, TX 76019
817-272-2926

Position Held: Office Assistant

Responsibilities: Perform office tasks as assigned, perform apartment inspections, communicate upcoming events and important information to resident assistants.

Putnam Service (6/2013 - 8/2013)
405 Lewis Ln, Keene, Texas, 76059
817.645.8011

Position Held: Apprentice Electrician

Responsibilities: Organize supplies and equipment, perform electrical and A/C system maintenance, interact and cooperate with customers.

Education:

University of Texas at Arlington, Arlington, Texas (Fall 2013 - Spring 2015)

Engineering Undergraduate Program

Notable Classes:

Calculus

Physics

AutoCAD

Professional Technical Communication

Bachelor of Social Work Program (Fall 2015 - Present)

Wanda R. Smith High School, Keene TX (Graduated June 6, 2013)

High School GPA: 3.97

Hill College - Cleburne Campus, Dual Credit program (27 Hours)

Essential Skills:

- Attentive and receptive to superiors and leaders.
- Excels in group or solo work using organizational and creative skills.
- Completes high degree of work with meticulous precision.
- Solid verbal communication and writing skills.
- Capable of completing tasks efficiently in a timely manner.
- Sound ability to dictate or follow instructions when necessary.
- Adept in the use of Microsoft Office programs.

Volunteer & Community Service:

Member of the Family, Career, and Community Leaders of America—Fall 2010, Spring 2011, Fall 2011, Spring 2012, Fall 2012, Spring 2013.

20 hours per semester: 120 hours total

Position Held: Secretary, Officer of Membership, Officer of Achievements.

Member of National Beta Club—Fall 2011, Spring 2012, Fall 2012, Spring 2013.

20 hours per semester: 80 hours total

Position Held: Secretary, Treasurer.

InterVarsity - God's House Ministries—Spring 2015

706 Dakota St., San Antonio, Texas, 78203

Position Held: Physical laborer.

InterVarsity – Texas Ramps—Spring 2016

San Antonio, Texas, 78203

Position Held: Team leader; physical laborer

Academic Awards/ Scholarships:

- Valedictorian of the class of 2013 of Wanda R. Smith High School
- The F.C.C.L.A Scholarship
- The Jerry E. Bailey Memorial Scholarship
- Academic Excellence Award for Anatomy and Physiology
- Academic Excellence Award for Culinary Arts
- Academic Excellence Award for Dual Credit English IV
- Calculus Achievement Award
- A-B Honor Roll Award
- University Interscholastic League Scholar Award
- Carter Blood Care Certificate of Achievement
- Certificate of Participation and completion of the FCCLA Power of One Program
- Leadership Education Opportunity Award

References:

Nick Shawn - Friend

Phone: 817.201.3298

Address: 209 N Eastern St., Keene, Texas, 76059

Nick Acevedo - Friend

Phone: 817.659.9007

Address: 316 E First St., Keene, Texas, 76059

Philip Compian - Relative

Phone: 682.230.3557

Address: 106 Olympia Dr., Slidell, Louisiana, 70460

2015 Fall Schedule

Class:	Schedule
Intro to Anthropology	Tu/Thu 11:00 AM - 12:20 PM
Elementary Statistical Analysis (ESA)	We 9:30 AM - 10:50 AM
ESA Lab	Tu/Thu 9:30 AM - 10:50 AM
Intro to Sociology	Tu/Thu 12:30 PM - 1:50 PM
Intro to Social Work	Off Web

2016 Spring Schedule

Portuguese I	Mo/Wed/Fri 9:00 AM - 9:50 AM
Social Work Gen. Practice I	Tu/Thu 9:30 AM - 10:50 AM
Intro to Psychology	Tu/Thu 12:30 PM - 1:50 PM
Social Work HB and DP	Off Web