<!DOCTYPE html>

<html lang="en">

<head>

<meta charset="UTF-8">

<meta name="viewport" content="width=device-width, initial-scale=1.0">

<title>Timothy Thomas - Resume</title>

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<body>

<header>

<h1>Timothy Thomas</h1>

<p>Charlotte, NC | C: 980.292.6507 | <a href="mailto:Timothy.Thomas.Info@gmail.com">Timothy.Thomas.Info@gmail.com</a></p>

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<h2>Summary</h2>

<p>I have a degree in Business Administration with over twenty years’ work experience, 13 years of which were as a business owner and 7 from the IT industry.</p>

<p>My objective is to join a team where I can collaborate with others using data to improve business processes, create innovative solutions so a business can operate more efficiently. I’m currently enrolled in an Advanced Level Data Analytics, 3-month bootcamp upscaling my current skills in Power BI, SQL and Python.</p>

<p>My past roles such as project manager and business owner have taught me how important it is to be a better communicator, collaborate well with colleagues, be a loyal leader, and foster camaraderie.</p>

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<h2>Professional/Technical Skills</h2>

<ul>

<li>Excel (complex formulas, VLOOKUP, and Pivot Tables)</li>

<li>Word</li>

<li>Outlook</li>

<li>Teams</li>

<li>SQL</li>

<li>Python</li>

<li>Power BI</li>

<li>PowerPoint</li>

<li>MS Project (Gantt bar charts, PERT diagrams)</li>

<li>CISSP Attended Course</li>

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<h2>Professional Experience</h2>

<h3>ESL Teacher</h3>

<p><strong>Preply, Charlotte, NC</strong> – January 2022 – Present</p>

<ul>

<li>Design and teach differentiated English lessons, incorporating modifications for language acquisition while enforcing an English-only environment.</li>

</ul>

<h3>Office Manager and English Teacher</h3>

<p><strong>StepbyStep Language Center, Moscow, RU</strong> – September 2009 – November 2021</p>

<ul>

<li>Oversaw daily operations, business profits, efficiencies, and forecasts.</li>

<li>Performed hiring, training, and mentoring of employees.</li>

<li>Developed and taught courses at business sites.</li>

<li>Created and implemented effective educational programs.</li>

<li>Cash management.</li>

<li>Assessed performance of students, receptionists, and teachers.</li>

<li>Responded to and resolved customer concerns or complaints.</li>

<li>Supervised the operation of the school and team members, including assigning daily activities, delegating tasks, opening/closing shifts, approving time records, time off, and managing scheduling conflicts.</li>

<li>Trained team members.</li>

</ul>

<h3>Technical Project Manager</h3>

<p><strong>Broadcom (Formerly Computer Associates), Bellevue, WA</strong> – April 2001 – June 2008</p>

<ul>

<li>Identified tasks to calculate the shortest, longest, and most likely durations for project completion.</li>

<li>Selected appropriate resources needed, assembled and led project teams.</li>

<li>Developed and assigned schedules.</li>

<li>Managed project members by scheduling and tracking work units.</li>

<li>Managed, mitigated, and escalated risks.</li>

<li>Tracked, measured, presented status and potential impacts to projects using data reports.</li>

<li>Actively managed stakeholder partnerships and demonstrated excellent professionalism in meetings.</li>

<li>Responsible for scope, project objectives, deliverables, and team member roles.</li>

<li>Communicated with senior people to understand their goals.</li>

<li>Formulated ways for businesses to improve based on research.</li>

<li>Persuaded stakeholders of the benefits of new technology or strategies.</li>

<li>Oversaw the implementation of new technology and systems.</li>

<li>Ran workshops and training sessions.</li>

</ul>

<h3>Network Technician</h3>

<p><strong>Broadcom (Formerly Computer Associates), Bellevue, WA</strong> – April 2003 – May 2007</p>

<ul>

<li>Provided technical support to 60+ users on-site and remotely.</li>

<li>Diagnosed and resolved software and hardware technical issues.</li>

<li>Installed, configured, and upgraded hardware and software in Windows XP and Server environments.</li>

<li>Maintained LAN/WAN hubs, routers, and cabling.</li>

<li>Evaluated security options to ensure privacy and protection from attacks.</li>

<li>Performed regular upgrades for a stable and secure user environment.</li>

<li>Provided technical support with friendly communication to help users understand their technology.</li>

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<h2>Education, Training, and Certification</h2>

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<li><strong>Goodwill University</strong> - Charlotte, NC: Data Analyst Training – Present</li>

<li><strong>LW Institute of Technology</strong> - Kirkland, WA: Computer Security and Network Technology</li>

<li><strong>UCCS</strong> - Colorado Springs, CO: Business Administration</li>

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