**Timothy Thomas**

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**Summary**

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.

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

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

**Professional/Technical Skills**

* Excel (complex formulas, VLOOKUP and Pivot Tables)
* Word
* Outlook
* Teams
* SQL
* Python
* Power BI
* Power Point
* MS Project -Gantt bar charts, PERT diagrams
* CISSP Attended Course

**Professional Experience**

**ESL Teacher**

Preply, Charlotte, NC **January 2022 – PRESENT**

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

**Office Manager and English Teacher** **September 2009– November 2021**

StepbyStep Language Center, Moscow, RU

* Oversaw daily operations, business profits, efficiencies and forecasts.
* Performed hiring, training, and mentoring of employees.
* Developed and taught courses at business sites.
* Created and implemented effective educational programs.
* Cash management
* Assessed performance of students, receptionists, and teachers.
* Responded to and resolved customer concerns or complaints
* Supervised the operation of the school and team members, including assigning daily activities, delegating tasks to team members, opening/closing/changing shifts, approving time records, time off and managing other scheduling conflicts to ensure proper team member coverage.
* Trained team members

**Technical Project Manager** **April 2001– June 2008**

Broadcom - Formerly Computer Associates, Bellevue, WA

* Identified tasks to calculate the shortest, longest, and most likely durations for project completion
* Selected appropriate resources needed, assembled and led project team
* Developed and assigned schedules
* Managed project members by scheduling and tracking work units
* Managed, mitigated and escalated risks
* Tracked, measured, presented status and potential impacts to projects using data reports
* Actively managed stakeholder partnerships and actively demonstrated excellent professionalism when spearheading meetings
* Responsible for scope, project objectives, deliverables as well as the role and function of each team member.
* Communicated with senior people in organizations to find out what they hope to achieve
* Formulated ways for businesses to improve, based on previous research
* Persuaded internal and external stakeholders of the benefits of new technology or strategies
* Oversaw the implementation of new technology and systems
* Ran workshops and training sessions

-*Projects Managed*: Enterprise Management, Network Operations Center, Server Farm, Application Development, Migrations (software and hardware), CISSP Security Assessment

**Network Technician April 2003– May 2007**

Broadcom - Formerly Computer Associates, Bellevue, WA

* Provided technical support to 60+ users on-site and remotely
* Diagnosed and resolved software and hardware technical issues
* Installed, configured, upgraded hardware and software components in Windows XP and Windows server environment.
* Maintained LAN/WAN hubs, routers and cabling.
* Evaluated security options to ensure privacy and protection from attacks
* Performed regular upgrades to ensure stable secure user environment
* Supported users with friendly communication skills to help them understand their technology
* Provided technical support

**Education, Training and Certification**

**Goodwill University**- Charlotte NC

Data Analyst Training – Present

**LW Institute of Technology**- Kirkland, WA

Computer Security and Network Technology

**UCCS** - Colorado Springs Colorado

Business Administration