

Thomas M Kimbrell

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- 3+ years operations experience
- centermatwrestling.com
- Advanced education in statistics, formal modeling, and quantitative analysis
- Experience creating, improving, and implementing business processes to maximize efficiency
- Pac 10 Conference Student-Athlete of the Year 2009
- CSUB Athletics Roadrunner of the Year 2009
- Thomas Watts Peace Foundation Award for Outstanding Performance in Political Science and History 2009
- National Wrestling Coaches Association Academic All American 2008, 2009

Professional Experience

Production Supervisor, Compound Clothing McDonough, Georgia — 2013-2016

Created and implemented systems that streamline and automate workflow and data management using Google Apps Script and third-party software API.

Manage and oversee the day-to-day production operations of one of the country's fastest growing athletic teamwear providers, including: communicating with and coordinating across the sales, design, production, and front office teams to ensure operational efficiency and customer satisfaction; managing and training the production team; tracking and coordinating the production schedule and ensuring all jobs meet deadlines; maintaining inventory; ensuring quality standards; delegating duties and responsibilities; and designing and implementing systems and processes to achieve maximum efficiency of operations.

Founder/Owner/Operator, Centermat Wrestling McDonough, Georgia — 2013-Present

Developed the only mobile application of its kind that provides schedules, scores, results, stats, rankings, and more for collegiate wrestling at the NCAA Divisions I, II, III, and NAIA levels. Built centermatwrestling.com. Test Centermat app, generate bug reports, describe app features and functions, draw wireframes, communicate findings with developer.

Department Head, Pyke & Associates, P.C. Stockbridge, Georgia — 2012-2013

Spearheaded the Estate Administration department, ensured deadlines were met, maintained productivity, monitored workflow, prepared, edited, and proofed legal documents with the utmost attention to detail, communicated directly with clients regarding sensitive matters, facilitated communication between clients and the attorneys, and accommodated client requests.

Office Manager, Law Offices of William C. Halsey Oceanside, California — 2009-2010

Oversaw office operations, including organizing, delegating and monitoring paralegals' and legal secretaries' case work; ensured strict legal filing deadlines were met; communicated directly with clients and facilitated communication between clients, staff, and attorneys, executed budgeting, billing, and payroll.

Education

University of Georgia

Masters of Arts, Political Science — 2010-2012

- GPA - 3.64
- UGA Alumni Association Endowed Graduate Scholarship Recipient 2010-2012

California State University, Bakersfield

Bachelor of Arts, Political Science — 2004-2009

- Magna cum laude, GPA - 3.70
- CSUB President's Award for Research Paper of the Year 2008
- Research Scholar, Ronald E. McNair Post Baccalaureate Achievement 2008-2009
- Thomas Watts Peace Foundation Award for Outstanding Performance in Political Science and History 2009
- Pac 10 Conference Student-Athlete of the Year 2009
- National Wrestling Coaches Association Academic All American 2008, 2009
- Pac 10 Conference All Academic Team 2006, 2007, 2008, 2009
- CSUB Athletics Roadrunner of the Year 2009

Skills

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|---------------------------------|---------------------------|
| • HTML, CSS, JS, SQL, R, LaTeX | • Excellent communicator |
| • G Suite, Microsoft Office | • Organized and efficient |
| • Objective and analytical | • Fast learner |
| • Proven leader and team player | • Motivated self-starter |

References

Furnished upon request.