

Timothy Gaines

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EDUCATION

California State Polytechnic University Pomona

Bachelor of Science in Business Administration (Technology and Operation Management)

Aug 2022 – May 2026

PROFESSIONAL EXPERIENCE

Project Management Intern/Southern California Edison (SCE)

May 2024 - Aug 2024

- Built interactive **Power BI dashboards** for executive-level performance reviews, enabling faster decision-making with real-time data insights.
- Contributed to **project charters and financial updates** for leadership, aligning deliverables across operations.
- Supported multiple projects, tracking milestones and deliverables in **Microsoft Project** while ensuring compliance with safety and operational standards.
- Partnered with engineers and technical teams to **convert complex data sets into actionable reports** for technical and non-technical stakeholders.
- Coordinated tasks across multiple workstreams and communicated progress and risks to stakeholders in clear written and verbal updates.

Treasurer - Analyst Operations/Bronco Space Laboratory

Dec 2022 - Present

- Oversaw **\$45K+ annual budget**, procurement, and cost planning for **150+ team members** across aerospace design projects.
- Built an **AI-powered full-stack reimbursement web system** (React, FastAPI, Firebase) streamlining financial workflows, boosting transparency and **reducing processing time by 35%**.
- Developed **Excel VBA/Macros** inventory and cost-tracking systems to improve tracking, visibility, and audit readiness.
- Facilitated weekly syncs with engineering and leadership to bridge financial strategies with technical roadmaps.
- Presented **budget reports and analytics** to stakeholders, enabling data-informed decisions.

Student Service Assistant/Cal Poly Pomona Bookstore

Aug 2022 - Present

- Developed **automated Excel tools** to optimize stock tracking and reduce inventory discrepancies.
- Delivered consistent, high-quality customer service during high-volume academic seasons.

PROJECTS-

- EV Charging Station Analysis (SQL)**: Analyzed large infrastructure datasets to identify performance trends, presenting insights through visual dashboards.
- Predicting Academic Success (Machine Learning, Python)**: Used regression and KNN models to analyze performance data and improve predictive accuracy.
- AI-Driven Reimbursement Hub (Web App)**: Built scalable automation for real-time expense tracking and receipt parsing using OCR + Firebase.

RELEVANT COURSEWORK-

Business Analytics, Database Design & Development, Statistical Foundations for Business Analytics, Project Management, Operations Management, Strategic Management

TECHNICAL SKILLS-

Data & Analytics: SQL, Python (Pandas, NumPy), Power BI, Excel (PivotTables, VBA), Tableau (familiar), SAP, ERP

PM & Operations: Microsoft Project, Full-Stack Web Dev (React, FastAPI, Cursor, Firebase), Data Visualization, Dashboarding, Forecasting

Core: Stakeholder Communication, Cross-Functional Collaboration, Analytical Thinking, Time Management