

TIMOTHY MIMS

Raleigh, NC

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SUMMARY

- Detail-oriented operations and digital support professional with experience in business operations, client communication, and website management.
- Demonstrated leadership through executive-level roles and organizational oversight.
- Skilled in administrative coordination, digital tools, and process organization.
- Committed to delivering structured, efficient systems that improve workflow and client experience.

EDUCATION

Wake Technical Community College, Raleigh, NC

Associate in Applied Science: Web Development

Anticipated May 2026

SKILLS

- HTML5
- JavaScript
- React Native
- C#
- Python
- Microsoft Office Suite
- Basic SEO Implementation
- Website Content Management

EXPERIENCE

CEO

Circuit Tech Solutions, Raleigh & Charlotte, NC

November 2023 – Present

- Coordinate client projects including scheduling, documentation, and communication.
- Manage website content updates and digital tools to support business growth.
- Organize workflows, project notes, and operational systems.
- Maintain professional client communication and expectation management.
- Oversee digital support operations for service-based businesses.

Chief Operating Officer

Merit Moving, Raleigh, NC

June 2023 – Present

- Support daily operations including scheduling and logistics coordination.
- Manage invoicing and operational documentation.
- Maintain company website and digital communication systems.
- Coordinate team calendars and service deadlines.
- Provide hands-on operational support when required.

Intern |

Trapp Insurance Group, Raleigh, NC

May 2022 – August 2022

- Served as primary client contact through phone and email communication.
- Assisted with policy documentation and administrative processing.
- Supported billing navigation and payment resolution.
- Maintained organized records to improve office efficiency.

Eagle Scout

Boy Scouts of America, Raleigh, NC

2016 – 2021

- Led troop of 40 scouts as Senior Patrol Leader.
- Planned meetings, service projects, and troop events.
- Mentored junior scouts in leadership and responsibility.
- Earned Eagle Scout rank and Bronze/Silver Palms.