

Timothy Brooks

3320 Harmon Ave, Austin, TX 78705
317.263.4171 | timothybrooks189@gmail.com

EXPERIENCE

Sony Interactive Entertainment- Sucker Punch

Bellevue, WA

Office Manager

2016-Present

- Responsible for all studio facilities management. This includes drafting and submitting all building work orders, troubleshooting equipment, and arranging any maintenance needs
- Lead for expense reporting via Concur. Duties include, preparing, submitting, and cataloging expenses for employees as well as teaching studio leads how to prepare expenses.
- Assisted recruiting department with direct billing via Oracle.
- Onboarding new employees and serving as the main point of contact for over 140 employees.
- Managed minor purchasing requests, working as a buffer for the finance department.

Enterprise Holdings

Bellevue, WA

Manager in Training

2015-2016

- Developing successful sales strategies, selling insurance packages, and handling numerous contracts at once.
- Maintaining superior client relations.
- Assisted with brand marketing and expanding our client base through client meetings and negotiations.
- Development and training of new employees/interns.

Kelly Educational Services

Indianapolis, IN

Substitute Teacher

2014 – 2015

- Instructed high school classes by following lesson plan if available and created unique ways to accomplish teachers' goals.
- Established positive work relations with both staff and students at several different schools within the inner city of Indianapolis.
- Learned how to connect with many students from high poverty backgrounds
- Had flexibility in both schedule and practice, handled a wide variety of students and class subjects.

EDUCATION

DePauw University

Greencastle, IN

Bachelors of Arts
Classical Civilizations

2010-2014

ADDITIONAL EXPERIENCE

Pure Luck Gaming

Bellevue, WA

Founder

2015- Present

- Assisting teams that are financially unable to attend esports events by subsidising travel and venue costs.
- In charge of maintaining social media profiles and responding to all inquiries about future events
- Sourcing players and setting up agreements with new members.
- Responsible for finding amature talent to produce content/stream under the organization as we make the transition from exclusively esports into content creation.

Plume LLC, Bellevue, WA

Bellevue, WA

Co-Founder

2017-Present

- Came up with the idea for a new social media platform that connects people through proximity and encourages users to interact locally.
- Created initial concepts, wireframes, and sourced graphic designers/engineers
- Establish/review all milestones and manage development.
- Creation and implementation of marketing plan for launch and beyond.