Timothy Reynolds

7570 Beach Drive, Pasadena, MD 21122; [timothyreynolds772@gmail.com](mailto:timothyreynolds772@gmail.com); 706.631.9809

**Summary**

Logistician, Office Manager, Laborer, Operations Manager, Software / Web Development, and overall customer service oriented professional with over 10 years in the industry. Skilled at computer office applications, following directions, computer maintenance, and accomplishing tasks. Experience with web development and programming to include developing new pages, delivering new content, and resolving complex service issues in a timely manner.

**Experience**

**Hardware Pacers,** 2010 - Present

***Operations Manager / Office Technician***

* Supported 3D printing, laser cutting, and laser engraving for Hardware-Pacers projects
* Provided facility cleanup and organization, and power space and cooling recommendations
* Supports training and temp work leading to teaching other Hardware-Pacers members appropriate configuration and settings for the “Glowforge” laser cutter and engraver.
* Supports the enablement of technology for the Chief Operating Officer and Chief Executive Officer.
* Assists with facility management to include janitorial support, support for facility upgrades, facility maintenance, and general labor work.
* Developed web and software applications to include multiple web sites and templates for new Hardware-Pacers Customers as well as multiple prototypes of the Hardware-Pacers web site.
* Supported lab computers, Systems, and Information Technology Infrastructure. Supported software applications to include Microsoft Office applications. Supports website maintenance, website repair, and managing client accounts to include email.
* Responsibilities included managing records, transcripts, and applications.
* Provided operations support in an extremely customer service focused company.

**Education & Certifications**

**High School Diploma -** Northeast High School, Pasadena, MD

**Skills**

* E-Mail
* Windows Operating Systems
* MS Office
* Troubleshooting proficiency
* Photoshop and other Adobe Products
* Office 365

**Accomplishments**

* Volunteered with Northeast School Store – Raised funds for student enrichment activities

**REFERENCES Upon Request**