

Justin Time

Assistant to the Traveling Secretary | Import/Export Visionary



Summary

Resourceful operations professional with extensive experience navigating high-pressure front-office environments, baseball administration, and startup import/export ventures. Known for creative problem-solving, persuasive communication, and delivering results with limited preparation time.

Professional Experience

Professional Frogger Competitor

Jan 1998 - Dec 1998

New York City Arcade League

Competed in regional arcade tournaments with a specialization in high-pressure Frogger strategy and score optimization.

- Achieved top-5 finish in three consecutive citywide Frogger invitationals
- Developed repeatable risk-timing techniques for high-traffic crossing patterns
- Mentored new competitors on focus, pacing, and joystick ergonomics

Assistant to the Traveling Secretary

Apr 1995 - Aug 1996

New York Yankees

Supported team travel logistics, front-office coordination, and executive communications in a fast-paced professional sports environment.

- Coordinated travel schedules, accommodations, and itineraries for team personnel under tight deadlines
- Prepared briefing materials and handled time-sensitive requests for senior leadership
- Improved office response times by introducing practical tracking checklists

Hand Model

Sep 1996 - Dec 1996

Play Now, Inc.

Represented product lines in commercial and print campaigns requiring detailed hand-feature presentation.

- Maintained strict grooming and appearance standards for close-up production work
- Collaborated with creative directors and production teams to meet campaign requirements
- Delivered on tight shoot timelines with minimal retakes

Co-Founder, Import/Export

Dec 1992 - Mar 1995

Vandelay Industries

Launched and operated a boutique import/export concept focused on market positioning and strategic supplier conversations.

- Developed brand narrative and sales messaging for prospective customers and partners
- Negotiated preliminary supplier terms across domestic and international channels
- Built flexible operating plans adaptable to changing market conditions

Special Projects Coordinator

Jan 1999 - May 2001

Kruger Industrial Smoothing

Handled ad hoc initiatives, executive follow-ups, and cross-department coordination for a lean operations team.

- Created practical project trackers that improved follow-through on recurring requests
- Streamlined meeting preparation by introducing reusable briefing templates
- Supported client-facing visits and maintained smooth on-site logistics

Contact

☎ +1-555-212-1994

✉ justin.time@example.com

📍 129 W 81st Street, Apt 5A, New York, NY, 10024

🌐 <https://vandelay-vision.example.com>

🌐 <https://linkedin.com/in/justintime>

🌐 <https://github.com/artvandelayco>

Education

- **Bachelor of Arts in History**, Queens College, City University of New York
 - American Urban History
 - Political Institutions
 - Business Communication

Certifications

- **Corporate Travel Logistics Fundamentals** — Metro Business Institute
- **Advanced Frogger Street-Crossing Analytics** — New York City Arcade League
- **Official Marine Biology Conversation Starter** — Metropolitan Community Learning Center
- **Workplace Napping Awareness (No Actual Napping)** — Office Productivity Forum
- **High-Confidence Pretzel Procurement** — City Snack Logistics Council

Skills

Operations Coordination: travel planning, schedule management, administrative support, cross-team communication, issue escalation, calendar triage, last-minute itinerary rescue, meeting-room diplomacy

Business Development: sales conversations, vendor outreach, negotiation, relationship building, market positioning, cold-call confidence, corridor networking, creative pitch framing

Personal Effectiveness: presentation, adaptability, situational problem-solving, public speaking, composure under pressure, strategic waiting, deadline improvisation, optimistic reframing

Arcade Performance: Frogger pattern recognition, reaction timing, score maximization, focus endurance, crowd-pressure composure

Everyday Logistics: parallel parking optimism, snack route optimization, short-notice planning, friendly negotiation, urban navigation

Frequent Patron and Informal Strategy Consultant

Dec 1991 - Nov 2002

Monk's Café

Advised peers on life logistics, networking opportunities, and spontaneous problem-solving over coffee.

- Facilitated dozens of impromptu planning sessions with actionable next steps
- Built strong neighborhood relationships through consistent face-to-face communication
- Applied creative thinking to unusual everyday challenges