

Timber Medina

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EDUCATION

Tarrant County College | Fort Worth, TX May 2021
Associate of Applied Science Information Technology-Cybersecurity GPA: 3.25

- Elements of Cyber Threats and Countermeasures (60 hours of coursework)

University Of Texas at Arlington | Arlington, Tx May 2025
Bachelor of Science in Information Systems GPA: 3.65

- Coursework: Enterprise Resource Planning (ERP), Business Law, Financial Analysis, Data Management, Project Management, Compliance & Regulations (60 hours of coursework)

EXPERIENCE

Alcaraz Properties LLC | Fort Worth, Tx June 2020-Present
Data & Contract Analyst

- Manage structured data and engineering records, ensuring compliance with industry regulations and internal policies.
- Develop procurement strategies by agreements for maintenance services.
- Review and update contractual terms, ensuring compliance with regulations and business needs.
- Reviewed and maintained ERP system records, supporting process improvements and data integrity.

Eddie Vs Prime Seafood | Fort Worth, TX September 2022 – Present
Cocktail Waitress

- Provide high-quality service to guests in a fast-paced fine dining environment.
- Manage multiple tables while ensuring accuracy, efficiency, and customer satisfaction.

SkyWest Airlines | San Francisco, CA October 2021 – March 2022
Flight Attendant

- Ensured passenger safety and regulatory compliance while coordinating with flight crews
- Managed in-flight logistics and operations, contributing to efficiency and smooth travel experiences.

Philanthropy & Leadership

Aids Outreach Center | Fort Worth, Tx October 2019
Volunteer (20 hrs.)

- Collaborated with 4 members to create free food bags for homeless.

SKILLS

- **Data & Configuration Management:** Engineering records management, compliance tracking, structured data organization
- **ERP & Data Systems:** SAP, MySQL, Excel, Performance Metrics, Financial Modeling
- **Communication & Reporting:** Cross-functional teamwork, compliance reporting, financial presentations
- **Highly Organized & Detail-Oriented:** Ability to track complex data, maintain structured documentation, and optimize workflows