

## Timothy (T.J.) King

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### ***CAREER PROFILE***

Project manager with six years experience building and implementing various information technology solutions, including inventory tracking, customer relationship management, social media management, and digital advertising production. Retail sales associate with extensive experience helping people find solutions to complex problems.

**Core Competencies:** Microsoft Office™ and equivalent office suite software, especially Microsoft Excel™; Paladin™ point of sale software; interaction with the public, collaborating to solve problems.

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### ***WORK EXPERIENCE***

*September 2013-* **King Ace Hardware**, Middleport, OH

*Present* Project Manager, Sales Associate

- Improved inventory tracking by developing inbound scanning tool
- Expanded customer relationship management efforts via better use of tools in point-of-sale software
- Extensive experience working with the public, in person and via telephone, helping people find solutions to complex problems

*January 2010-* **National Business Incubation Association (NBIA)**, Athens, OH

*June 2012* International Programs Operations Manager

- Developed marketing documents and contract templates
- Coordinated with international partners in event planning and on-site management
- Researched international business incubation to identify prospective partners
- Administered NBIA Incubation Awards program, 57 total applicants
- Administered NBIA Soft Landings International Incubator program, 23 current members

*November 2007-* **National Business Incubation Association (NBIA)**, Athens, OH

*December 2009* Development Manager

- Solicited and maintained relationships with sponsors of NBIA
- Tracked sponsorship information, ensuring quality recognition at events and in publications for thirty-nine sponsors and exhibitors
- Created and presented detailed history of NBIA sponsorship, including strategic recommendations based on past trends
- Calculated specific ROI for potential and current sponsors to increase sponsorship level and loyalty
- Collaborated with other departments to find valuable sponsorship opportunities
- Created and edited emails and promotional documents

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### WORK EXPERIENCE (Continued)

- June 1999-*      **WYVK Radio**, Middleport, Ohio  
*November 2007*   Account Executive, On-Air Personality, Production Engineer
- Sold advertising packages and maintained accounts
  - Wrote, produced, voiced and edited commercials
  - Conducted and performed live radio broadcasts

### SKILLS

#### **Microsoft Office™**

Extensive experience with Word™, Excel™, and PowerPoint™. Used Excel™ to analyze fundraising history, generate reports and inform development strategy. Adept at using PowerPoint™ to convey concepts visually and accessibly.

#### **Public Speaking**

Extensive experience speaking to large groups of people, whether in a scripted format or speaking extemporaneously.

### EDUCATION

- June 2006*      **Bachelor of Arts in English Literature**  
Ohio University, Athens, Ohio  
Major: English Literature      Major GPA: 3.08