

Timothy (T.J.) King

836 Maple Street • Middleport, OH 45760 • (740) 444-3431 • timking451@gmail.com
<https://github.com/timking451/employment>

CAREER PROFILE

Project manager with eight 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: Python programming language; Microsoft Office™ and equivalent office suite software, especially Microsoft Excel™; Paladin™ point of sale software; public speaking; interaction with the public, collaborating to solve problems.

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

- 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 members
- Developed marketing documents and contract templates

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

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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

Python programming language
Self-taught

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