

TIMOTHY FOLTZ

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Reliable and detail-oriented professional with experience in data entry, administrative support, and customer service. Skilled in managing structured records, organizing files, and maintaining documentation accuracy. Strong written communicator, quick learner, and comfortable working independently or remotely using Microsoft Office, Google Workspace, and cloud-based tools. Brings a background in aviation maintenance and software documentation that supports precision and accountability.

EDUCATION

The New College of Interdisciplinary Arts and Sciences at Arizona State University – Tempe, AZ

Bachelor of Science in Applied Computing | 3.5 GPA | December 2024

Glendale Community College – Glendale, AZ

Associate of Arts in Applied Computing | 3.8 GPA | December 2022

Google Career Certificate – Remote

Data Analytics | Expected August 2025

TECHNICAL SKILLS

- Data Entry & File Organization
- Google Workspace (Docs, Sheets, Drive)
- Microsoft Excel, Word, Outlook
- Remote Collaboration (Zoom, Teams, Slack)
- Task & Time Management
- Email Communication
- Document Formatting & Record Maintenance
- Attention to Detail & Consistency

RELEVANT PROJECTS

- **DBT Daily Journal App –**
- Created a simple journaling application for behavioral tracking.
- Focused on input validation, file management, and intuitive user experience.
- Demonstrated the ability to organize and store structured data securely.
- **DBT Journal Spreadsheet –**
- Designed a structured journal for daily mood and task tracking using Excel.
- Used conditional formatting and locked fields to ensure accurate data entry.
- Optimized for clear visualization and consistent user interaction.

PROFESSIONAL EXPERIENCE

Member Service Representative

USAA – Phoenix, AZ | Jan 2018 – Jan 2019

- Provided responsive customer support across phone and digital channels.
- Resolved account issues, updated records, and documented interactions.
- Maintained a high level of accuracy in a fast-paced, high-volume environment.

Lead Mechanic & Inspector

AeroGuard Flight Training Center – Phoenix, AZ | Nov 2015 – Jan 2021

- Managed aircraft maintenance logs, inspection checklists, and repair records.
- Coordinated scheduling and documentation in compliance with FAA standards.
- Known for thoroughness, task ownership, and strong communication skills.

Apache Helicopter Crew Chief

U.S. Army | Nov 2003 – Nov 2015

- Oversaw equipment documentation, mission checklists, and inventory tracking.
- Supported critical communications, team coordination, and process discipline.
- Demonstrated precision, accountability, and ability to work independently.

Remote Work Readiness

- High-speed internet and home office setup with webcam and microphone
- Familiar with cloud platforms, file sharing, and remote collaboration tools
- Comfortable managing tasks independently in a deadline-driven environment