

Timothy Spencer

Administrative Assistant

Summary of Qualifications:

Timothy Spencer has been in the human resources and marketing industry for 4 years. The past 3 years, he has served as the administrative assistant and human resources representative within Iron Mike Construction's main office. He brings a wealth of knowledge of means and methods for management and opportunities in office administration. His primary area of expertise is in marketing and he has served IMC well with projecting its brand to clients and the public.

As a representative of HR/Marketing

- Provides marketing strategies, product advertising consultation, and arranges for purchasing of marketing tools.
- Handles all office administration materials concerning subcontractors, new hires, and current IMC employees.
- Manages all administrative work with clients and subcontractors in terms of bid marketing and proposal design.
- Provides assistance to the other employees and the maintenance of the office.

Representative Experience:

▶ **Freddy's Frozen Custard & Steakhburgers, Monument CO – June 2012 – June 2013**

Trained and supervised employees, assisted managers with opening and closing stores including counting register drawers, cleaning, and locking up the store. Ran deliveries to and from different locations. Assisted guests with opportunities of service when issues arose. Ran hotline grills, preparation stations, and fryers alone during slow business hours and with a team during lunch/dinner rushes. Thoroughly cleaned the kitchen during slow days and performed assistance to the other supervisors and managers when needed.

Role: Cook/Supervisor

▶ **Focus on the Family, Colorado Springs CO – June 2011 – August 2011**

Worked with human resources staff in order to increase productivity and efficiency with the transition into the latest in human resource technology. Advised and consulted the Human Resource Director in the decision making process for talent management suite selection. Authored a staffing model that was used at the facility. Made reference calls, helped with setting up events, and excelled in marketing.

Role: Human Resources Intern

▶ **Camp Alta Mons, Shawsville VA – June 2010 – August 2010**

The position included Working with children ranging in age from six to seventeen years old. Provided healthy and educational atmosphere while facilitating a fun and enjoyable environment for the children to interact with the natural world around them. Spent a week as support staff and certified lifeguard for the pool coordinator. Took up responsibility as the camp's unofficial archery coordinator for no extra pay.

Role: Senior Camp Counselor

▶ **Colorado Christian University, Lakewood CO – January 2010 – August 2010**

Wrote articles for the university's student newspaper including student life news, CCU sports news, movie reviews, music reviews, political stories, and opinion pieces.

Role: Veritas Journalist

Length of Service

- Years with IMC: 3
- Years with other companies: 3

Area of Expertise

- Marketing
- Office Management
- Compliance with Davis-Bacon Wage Determination labor laws.
- Skilled in Adobe InDesign, Photoshop, and PDF formatting.

Education

- Bachelor of Science in Organizational Management in Human Resources, Colorado Christian University, Class of 2013

Certifications, Training & Professional Licenses

- Completion of Internship in the Human Resource offices of Focus on the Family, June 2011 – August 2011
- Member of The Association of Record for Bid, Proposal, Business Development, Capture, and Graphics Professionals, 2015
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