

TIMOTHY SAM

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SUMMARY

Motivated Assistant with a passion for efficiency and looking into transitioning into animation.

I am able to relocate as soon as possible for in-person positions.

EDUCATION

Northern Virginia Community College
2017-2019

Brainstorm Storyboard Workshops
2022-Present

SOFTWARE

Video Conferencing Software
(Zoom, Google Meets)

ShotGrid

Microsoft Office (Word, Excel, Powerpoint, Outlook)

Google Workspace (Calendar, Meet, Docs, Sheets, Slides, Drive)

Adobe Suite (Photoshop, Illustrator, After Effects, Acrobat)

Storyboard Pro

SPECIAL INTERESTS

Storyboarding

Voice acting

International cuisine

Storytelling

EXPERIENCE

Long-Term CTE Sub & Daily Sub — *Manassas Park Middle School*

Aug 2023 - Present

- **Created Lesson and Pacing guides to fit Virginia Standards of Learning for Career Investigations**
- **Attended to 120+ student's growth, individual needs and IEP's**
- Provided instructions and led classes through lesson plans for 6th, 7th, and 8th graders
- Dictated grading systems and provided feedback to help students succeed
- Participated in staff meetings & workshops to strategize classroom environments and curriculum improvement.

Office Assistant to Executives— *Conquer the Clutter*

Feb 2021 - Jan 2022

- **Managed 8 calendars and 3 company emails w/ 100+ emails daily**
- Led weekly meetings with supervisors to account **15+ active clients**
- Reconstructed file servers for 3 companies
- Scheduled daily meetings and events for supervisors
- Produced proposals for the creation of a new division
- Worked closely with the **CEO of the company, taking notes daily**
- Finalized company trips, events, conferences, and travel

Medical Courier — *Radiology Service of Northern Virginia*

July 2023 - Dec 2023

- **Prepares doses for shipment, prepares cases, wipes doses, prescribed safety standards and Department of Transportation.**
- Responsible for the prompt and accurate delivery, customer demand and requirements of the assigned route.
- Handles and disposes of waste and used materials in keeping with prescribed safety standards.
- Deliveries occur during both nighttime and daytime conditions and in all weather, types

VOLUNTEER EXPERIENCE

Moderator — *Mentees of Rise Up Animation*

July 2020- Present

- **Organized the Discord Server for 1.9k Members**
- Hosted Bi-Weekly Gesture Sessions from Members to Grow Artistically
- Hosted Community Events such as *Peer Review Sessions & Ask Me Animation with Industry Professionals*