

# Timothy Michael Hartline

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## Experience

Shop Manager, Cutters Wireline 6/16-present

- Coordinate operations of shop in conjunction with field needs
- Ordering of materials and supplies to continue operations
- Backup to Operations Manager coordinating field jobs and supplies
- Responsible for daily explosives inventory for ATF purposes
- Tracking monthly inventory of shop materials
- Maintenance of shop equipment
- Scheduling of shop crew
- Purchasing and price checking supplies
- Working with other managers to improve and simplify the work process for operators and shop hands
- Training of shop hands

Lead Gun loader/Shop Hand, Cutters Wireline 12/13-02/16

- Daily loading and electrical wiring of jet perforating guns
- Inventory management of explosives
- Inventory of shop supplies
- Organizing daily activities of shop hands
- Backup to Shop Manager for ATF explosives inventory
- Maintenance and repair of tools and mechanical equipment
- Repair and/or rebuild of troubled tools/guns returned from field

Lead Wireline Operator, Lone Wolf Wireline 11/07-07/13

- Safe and proper arming/disarming of jet perforating guns
- Maintenance of electrical tools used with jet perforating guns
- Upkeep and maintenance of pressure equipment for wireline services
- Maintenance and inspection of diesel trucks and wireline equipment
- Training and observing of employees and outside contractors working around wireline equipment
- Safe operation of 7 ton crane

Network Operator, Stratos Communications 04/06-11/07

- Provide technical support for customer satellite dishes
- Assist in the installation/removal of remote satellites
- Technical support of IP communications

- Serve as liaison between vendors and customers

Cage/Vault Clerk, Amerisource Bergen

11/04-03/06

- Organize and ship orders to customers
- Manage and control inventory flow in narcotics cage
- Stocking and circulating of product
- Training of new employees

Shipping Clerk, Amerisource Bergen

06/04-11/04

- Pack and ship products for customer and division transfers via UPS
- Assist customers in tracking of shipped products
- Inventory incoming merchandise

Material Coordinator/Logistics, Agilent Technologies

06/00-01/02

- Facilitate team in coordination of Finished Goods Inventory
- Stock, ship and organize staff scheduling on daily routines, preparing orders and troubleshooting problems related to area
- Manage incoming queries from outside departments and customers
- Work with outside departments to insure complete customer satisfaction

## **Education**

- Associate of Arts degree from Santa Rosa Junior college in business administration
- 2 additional years of business management courses at Sonoma State University and Metro State College in business management

## **Skills**

- Proficient with computers and Microsoft Office
- Type 60+ words a minute
- Experienced in a variety of customer service fields and management
- Organized, hardworking and dedicated
- Quick study and cooperative
- Competent user of mechanical equipment such as forklifts, hoists, and cranes

## **References**

Upon request