

Timothy L. Graves

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OBJECTIVE

To pursue a career in **Law Enforcement** in the private or public sector whereby I can contribute my training experience, and education in law enforcement and computer science, as well as proven leadership skills in community service.

EDUCATION

- Associates Degree in Computer Maintenance Technology, Quinsigamond Community College, Worcester, MA, 1994
- Associates Degree in Electronics Technology, Quinsigamond Community College, Worcester, MA, 1995
- Pursuing Bachelor Degree in Education, Worcester State College, Worcester, MA
- Reserve/Intermittent Police, Mass. Criminal Justice Training Council Police Academy, 2002-2003
- Citizens' Police Academy, Worcester Police Academy, 2002

WORK EXPERIENCE

- D.J.'S FROM OUT OF BOUNDS / WWW.PROFESSIONALENTERTAINERS.COM, Worcester, MA **1983 – Present**
 - Business owner, special events entertainer, web developer
- TRADEMARK COMPUTERS / BELLMICRO, Marlboro, MA **1999 – 2003**
 - Maintained, analyzed, troubleshoot, and repaired computer systems, hardware and computer peripherals. Document, maintain, upgrades or replaces hardware and software systems. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performed a variety of complicated tasks. Lead and directed the work of others.
- TELEDATA COMMUNICATIONS, Bayshore, NY **1996 – 1998**
 - Provided support to end users on a variety of issues. Identified, researched, and resolved technical problems. Responded to telephone calls, email and personnel requests for technical support. Document, track and monitored the problem to ensure a timely resolution.
 - Designed and constructed web page/sites including incorporating graphic user interface (GUI) features and other techniques. Maintained and provided ongoing design of the website, promos and ad banners, seasonal content specials. Developed and maintained the company's portal. Performed backups and ensure user accessibility to the site. Monitored site traffic and helped scale site capacity to meet traffic demands performance.
- WALTERS COMMUNICATIONS INC., Shrewsbury, MA **1995 – 1996**
 - Constructed, maintained, and tested electronic systems and components. Operated on site in an on-call capacity. Duties included performing installation and routine service and repairs of a variety of electronic equipment such as instruments of communication, surveillance, alarms etc.

HONORS / COMMUNITY SERVICE

- Reserve Deputy Sheriff, Worc. Country, 2002-Present
- President, Society of American Magicians, 1999-Present
- Charter Organization Rep., Boy Scouts, 1999-Present
- Eagle Scout, Boy Scout of America, 1991
- National Eagle Scout Association, 1991-Present
- President, Student Senate, Quinsigamond C.C., 1995
- VP, Student Senate, Quinsigamond C.C., 1994
- Outstanding Student Leader, Quinsigamond C.C., 1995
- National Collegiate Student Government Award, 1995
- Special Leadership Recognition Award, 1994
- Key to the City of Worcester, MA. 1991
- Who's Who's Among Students in America Schools, 1991
- Camp Director, Kidz Camp, 1988-1995

CERTIFICATIONS / LICENSES

- First Responder, American Heart Association CPR, and First Aid
- AED (Automated External Defibrillator)
- OC (Oleoresin Capsicum Certified) / Defensive Tactics
- Tactical Baton (Monadnock PR-24, Expandable, Straight Baton)
- Massachusetts Class A Firearms License
- Civil Service Exams: Police Officer (Municipal Service / MBTA), MA State Police Trooper