

Timothy G. Flener

401 West Covell Road • Edmond OK 73003 • (405) 306-1820 • timothy.flener.okstate.edu

Education

Oklahoma State University (OSU)
Bachelor of Arts

Graduation Date: Fall 2017
Major: Liberal Studies

Skills

Customer Service
Problem-Solving
Time Management
Flexibility

Critical Thinking
Active Listening
Teamwork
Attention to Detail

Leadership
Effective Communicator
Interpersonal
Punctuality

Work Experience

Digital Imager

August 2011- Present

Flener's Better Images, Digital Imager, Edmond OK

- Maintain and operate Digital SLR cameras and laptop computers.
- Responsible for acquiring indexes from county clerk's offices and plat maps and tax rolls from county assessors.
- Correct and improve the quality of images and final production to DVDs.
- Manage recordkeeping of work hours and client's invoices.
- Developed a working knowledge of the language of the industry to easily adapt from one work-site to the next.

Board operator/Producer

August 2013- May 2017

Triple Play Sports 1020&1580AM 105.1FM, Stillwater, OK

- Maintained and operated soundboards during both live sporting events and live radio shows.
- Archived both shows and sporting events alike in correct location.
- Ensured that all deadlines were met for live shows and prerecorded interviews.
- Edited and produced interviews efficiently using Cool Edit Pro.
- Produced multiple shows including Robert Allen and friends, The Afternoon Sports Drive and Where are they now with Tom Dirato.
- Answered phones as needed during shows while continuing to bridge caller to the host.
- Interviewed and recorded both college and high school coaches and football players at Oklahoma State and high schools around the area.
- Maintained correct statistics for broadcast during sporting events.
- Trained multiple interns on using both the soundboard and producing live events and shows.

Owner & Operator

Seasonal 2006-2010

Flener Lawn Services, Edmond, OK

- Produced a prospect list of over 300 homeowners in Chimney Housing Edition.
- Designed and promoted newsletter advertisement for neighborhood association.
- Promulgated services through direct mail marketing campaign by designing a mail piece.
- Maintained Schedule of Mowing and Accounting of Sales

Affiliations

Cohost

OSU Workaholics (KXZY Radio Program), Stillwater, OK

Sept. 2012- December 2014

Member

OSU Pi Kappa Alpha Fraternity, Stillwater, OK

Aug. 2011- December 2014

Intern

KOSU-FM 91.7 FM, Stillwater, OK

January 2014- May 2014

Timothy G. Flener

Community Service

- Chimney Hill Homeowner Association Spring Carnival: 2 years
- Downtown Edmond Merchants Trick or Treat Halloween Festival: 1 year
- Edmond Community Thanksgiving Dinner Volunteer: 2 years

References

Brian Rickard Lagoon Water Logistics, LLC- Land Manager
brian@lagoonws.com
405-642-7762
101 N Robinson, Ste. 400,
Oklahoma City, OK 73102

Jordan Woodruff- Station Manager
jordan@tripleplaysports.com
918-774-5664
112 W 7th Ave
Stillwater, OK 74074

Zachary Farris- Attorney
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405-203-9298
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Tom Dirato-Program Host
405-501-0376
112 W 7th Ave
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Zach Lancaster-Producer
Zachary.lancaster91@yahoo.com
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