

TIM CONKLIN

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Education

- Bachelor of Science, University of Massachusetts (expected graduation 2017)(GPA 3.9)
- Alpha Sigma Lambda – Honor Society
- Certificate in Information Technology, University of Massachusetts 2015
- Associate Degree Business Management, Five Towns College
- COMP TIA A+ Certified
- 10+ years experience in software / hardware / education

Skill Highlights

Proficient with MSKCC systems

- SMS (prod & test)
- RAM
- Pre Admit Tracking(Bed Board)
- Bed Tracking
- Bed Tracking Reports
- Nursing E-Board (NEBB)
- Transport Tracking
- Cadence (prod & test)
- E-Medical Record
- Medical Record Forms
- EWSS/Scheduling (PeriOp)
- Nursing E-Board(NEBB)

Familiar with several coding languages

- Python
- Perl
- PHP
- C#
- C
- C++
- NET framework
- Java
- Ruby
- Visual Basic
- Oracle
- MySQL
- HTML
- JavaScript
- XML
- CSS

Experience

2010-Present

Memorial Sloan Kettering Cancer Center

Senior Admissions Representative

- Handle all main campus AXR reservations including transfers from JRSC
- Developed workflows and manuals for Ambulatory Extended Recovery Patients
- Reservation Desk – Handle all surgery reservations for entire hospital
- Bed Board operations – tracking 450 patients throughout hospital
- Death Certificates – NYDOH EVERS system administrator
- Chart Printing and Assembly
- Designed New Laser Reservation Card System to remove old line printer technology.
- Chart procurement and distribution – Saved department money and time by developing a system with all patient floors to reuse patient chart covers.
- Writing of procedure manuals for department employees. Reducing critical mistakes with optimized time management
- Collecting admissions signatures from Urgent Care patients
- Patient Calling – Collaborating with OR Scheduling and reservations to call patients for next day procedures
- Front Desk – Greeting patients and family and admitting to hospital. Direct admitting of patients for chemotherapy, bone marrow and pre-op procedures
- Follow up on Tefra collections, lists, new and completed
- Check and cross reference Publicity Report, Patient Off service Report
- Backup daily admission and discharge reports

1998-2011

PC Pros

Owner/Operator

Responsibilities include providing superior technical support and personalized attention to residential and small business clients. The company specializes in on-site support of operating systems, Internet/Intranet, computer diagnostics and repair, installation and maintenance of network servers and software, storage, disaster recovery plans, Internet speed and diagnostics, peripherals installation as well as support of all MS Office applications.

Pro Bono works includes maintenance and security for local private school computer labs as well as classes on good computer use, understanding and practices

- Network connections and troubleshooting
- Routers/Switches/ Hubs/802.11
- Cisco/Linksys, D-link router setups
- Microsoft Windows 8/7/Vista/XP/NT/98
- Microsoft Windows Server 2000 Series
- Microsoft Office
- Apple OS8/9 OSX, X11
- Linux Desktops (Ubuntu/Debian/BSD/Xfree86/Redhat)
- Linux Servers (Ubuntu/Debian)
- Microsoft SteadyState
- Virtual Network Connections
- Wireless networks and security (WPA, WPA2, WEP)
- Networking utilities (Apache, MySQL, SSH, Putty, WinSCP)
- Hardware installation
- Support for small platform devices (iPhone/iPad, Android)

1997-2011

Taurusdog Productions

Owner/Operator

- Audio Mastering
- Mixing for Album, Film, Animation & Television
- Analog recording (Neve 80 series, SSL 4000/9000)
- Digital Recording (Pro Tools, Sequoia, Nuendo, Sonar)
- Sound Effects and Foley
- Custom Music Scores
- Custom Electronic Design
- Computer Support for Pro Tools TDM, SSL and PC's (MacOS, Linux, Microsoft)
- Troubleshooting of all studio/electronic problems
- Electrical installation, electronic equipment repair (to component level)
- Installation and design of patch bays, including wiring & expert soldering

1987-2003

Acoustilog Inc./ Sorcerer Sound

Head Engineer / Manager

- Educated all employees on new equipment, implementation and procedures
- Supervised audio engineering staff
- Computer Support for Pro Tools TDM, GML, PCs (Mac OS, Unix, Idris, Microsoft)
- Troubleshooting of all electronic problems
- Acoustical inspections of businesses
- Expert testimony for court hearings and deliberations