

TIMOTHY RENKEN

OBJECTIVE

To work and grow in a professional environment where my knowledge, experience, and creativity can be put to use.

SKILLS PROFILE

- Good Communication Skills
- Attention to Detail
- Strong computer skills
- Excellent People Skills

EMPLOYMENT HISTORY

Eki Cyclery

1999 – 2004

Honolulu, Hawaii

- Prepared and arranged bicycles
- Maintained showroom
- Maintained cleanliness of environment
- Maintain inventory and restock products

Center on Disability Studies

2007 – Present

Feeling Safe, Being Safe Trainer

Honolulu, Hawaii

- Provided emergency preparedness training to over 100 individuals with developmental disabilities.
- Assisted in arranging community training.
- Organized presentation materials and tools
- Created presentation speech

**Center on Disability Studies
Administrative Assistant**

2014 – Present

Honolulu, Hawaii

- Assembled Feeling Safe, Being Safe materials and packets
- Created excel documents to monitor training data
- Organized and filed training documents

VOLUNTEER EXPERIENCE

1993 – 2007

- Hawaii Maritime Museum, , Honolulu, Hawaii
- City and County of Honolulu, Honolulu, Hawaii
- Red Cross, Honolulu, Hawaii
- Helping Hands Hawaii, Honolulu, Hawaii

PROFESSIONAL ORGANIZATIONS

- Hawaii Self-Advocacy Advisory Council , Meeting Officer, Honolulu, Hawaii
- Toastmasters, Member, Honolulu, Hawaii

EDUCATION EXPERIENCE

- Farrington High School, Honolulu, Hawaii
- Honolulu Community College, Honolulu, Hawaii