

Timothy Oliveira Bard

c/o Dakar Academy
BP 3189
Dakar
Senegal, West Africa
(260) 355-5706
tim@oliveirabard.com

EDUCATION

Bachelor of Arts degree with a major in Physics
Hanover College, Hanover, Indiana
Graduated 2003

WORK EXPERIENCE

High School Teacher / Tech Team August 2010 - Present

Dakar Academy, Dakar, Senegal, West Africa

- Taught AP Chemistry, Physics, Advanced Algebra and Computer Literacy
- Introduced and installed an electronic work order system to replace an existing paper based system.
- Programmed various spreadsheets to relieve users from making repetitive manual calculations.

Database Programmer / Systems Administrator January 2004 - June 2010

CPS Marketing Group, Inc., Fort Wayne, Indiana

- Maintained and programmed a database to track life insurance policy information. The database tracked information such as premium due dates, premium payments histories, amounts collected to pay for premiums, beneficiaries on policies and claim payment information. The database also created invoices to purchasers and tracked the status of the invoice payments.
- Programmed a database to track inventory, which allowed users to rent out materials as well as determine when new supplies needed to be ordered.
- Programmed a database to track real estate rental agreements. The database tracked which clients leased out each property and the terms of the clients' leases.
- Maintained a Novell Netware based file and mail server.
- Backed up and verified data on a daily basis to external media.
- Configured new workstations to interface with the existing network.

Physics Lab Instructor, Adjunct Instructor September 2009 - May 2010

Huntington University, Huntington, Indiana

- Taught undergraduate students about the laboratory environment and practical uses of physics.
- Taught subjects ranging from classical mechanics to electricity, magnetism and optics.
- Took inventory of supplies and ordered new supplies as needed.

SOCIAL/ COMMUNITY ACTIVITIES

Website programmer for the 509 Community Church (2008-2010)

B.A.S.I.C [Brothers And Sisters In Christ] (2002-2003)

Christian Life (2002 - 2003)

Hanover College Physics Lab Assistant (2001-2003)

Hanover College Physics Tutor (2001-2003)

Hanover College Student Senate Representative (2001-2002)

Elementary School Mentor (1997-1998)