

John Smith

IT Project Manager

IT Professional with over 10 years of experience specializing in IT department management for international logistics companies. I can implement effective IT strategies at local and global levels. My greatest strength is business awareness, which enables me to permanently streamline infrastructure and applications. Seeking to leverage my IT management abilities in SanCorp.



Personal Info

Address

Portland, ME

Phone

774-987-4009

E-mail

j.smith@uptowork.com

LinkedIn

linkedin.com/johnutw



Skills

Business Process Improvement

Project Scheduling

Sales Analysis

Strategic Planning

Communication Skills

Team Management

Coding languages (C#, Python)



Software

Microsoft Project

●●●●●●
Excellent

Windows Server

●●●●●○
Very Good

Linux/Unix

●●●●●○
Very Good

Microsoft Excel

●●●●○○
Good



Languages

French

●●●○○○
Intermediate

Spanish

●○○○○○
Basic



Experience

2006-12 -
present

Senior Project Manager

Seton Hospital, ME

- Oversaw all major hospital IT projects for 10+ years.
- Responsible for creating, improving, and developing IT project strategies.
- Implemented the highly successful Lean Training and Six Sigma projects.
- Reduced the costs of IT infrastructure maintenance by 5% in 2015.

2004-09 -
2006-12

Junior Project Manager

Seton Hospital, ME

- Streamlined IT logistics and administration operation cutting costs by 25%.
- Diagnosed problems with hardware and operating systems.
- Implemented solutions to increase productivity by 12% in 3 months.
- Maintained the user database of over 30000 patients.

2002-08 -
2004-09

IT Support Officer

Seton Hospital, ME

- Provided support for project managers and hospital staff for 2 years.
- Prepared over 200 infrastructure performance analyses and reports.
- Developed a new tracking dashboard, cutting manual data input by 80%.
- Successfully resolved over 100 issues in regards to IT infrastructure.



Education

1996-09 -
2001-05

Master of Computer Science, University of Maryland

- Graduated Summa Cum Laude.
- Member of Student Association of Project Management
- Managed a student project to develop a weekly IT News podcast.



Certifications

2010-05

PMP - Project Management Institute

2007-11

CAPM - Project Management Institute

2003-04

PRINCE2® Foundation



Interests

Avid cross country skier and cyclist.

Member of the Parent Teacher Association.

Resume Template Guide

Russ Smith



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The Damn Good Resume Guide Yana Parker,1989 A self marketing tool designed to get you a job interview with an effective resume to interpret your past work experience as it relates to the current job objective *Discover Your True Career Path: A Guide to Finding Meaningful Work and Achieving Lifelong Success* Denver Randall,2025-04-17 Are you feeling stuck unfulfilled or uncertain about your career direction Do you long for work that ignites your passion and aligns with your values This book is your roadmap to discovering a fulfilling and meaningful career path This book goes beyond generic career advice providing practical strategies and insightful exercises to help you identify your core values passions and skills explore different career options and industries overcome limiting beliefs and fears create a compelling resume and cover letter and develop a strategic action plan to achieve your career goals Whether you re a recent graduate a seasoned professional considering a career change or simply feeling unfulfilled in your current role this book offers invaluable guidance and support Filled with real life examples practical tips and actionable steps it equips you with the tools and knowledge needed to navigate the complexities of the job market and design a career that truly resonates with you You deserve a career that brings you joy challenges you and makes a difference This book provides the clarity direction and encouragement you need to take control of your professional destiny and create a future filled with purpose and success

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