

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@upcwork.com

LinkedIn

linkedin.com/johnsmith

Skills

Business Process Improvement

Project Scheduling

Sales Analysis

Strategic Planning

Communication Skills

Team Management

Coding languages (C#, Python)

Software

Microsoft Project



Windows Server



Linux/Unix



Microsoft Excel



Languages

French



Spanish



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.

2010-05
2007-11
2003-04

Certifications

PMP - Project Management Institute
CAPM - Project Management Institute
PRINCE2® Foundation

Interests

Avid cross country skier and cyclist.

Member of the Parent Teacher Association.

Resume Template Guide

Cengage South-Western,Tim Krause

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How to Write a Resume Inklyo,2016-07-13 Write the perfect resume to get the job you want In today s competitive job market your resume needs to stand out As the rules of modern resume writing are rapidly changing knowing what to include in your resume to catch a potential employer s eye is difficult Should you include a picture An objective statement References How exactly do you format a resume to make an impact The writers at Inklyo com have answered all of these questions and more in this comprehensive guide to resume writing How to Write a Resume The Complete Guide to Modern Resume Writing is full of proven tips and tricks for stocking your resume writing repertoire with the techniques you need to stand out to employers This guide will lead you through the process of creating a resume from scratch selecting a resume format that is best suited to your background and including all of the information necessary to demonstrate your skills and experience With tons of examples and sample resumes to choose from How to Write a Resume will teach you the principles you need to know and how to apply them to create your very own resume Learn how to word your resume to ensure that your writing is engaging and that you make a professional first impression What type of resume are you Explore the different types of resumes and create one that will best suit your job history and experiences Let us walk you through each section of your resume We ll explain what to write how to write it and what not to do Formatting is important Follow our comprehensive guide to resume formatting and we ll show the dos and don ts of structuring your resume Need some visuals How to Write a Resume The Complete Guide to Resume Writing is full of examples and even full resume samples to guide you in writing your own resume Bonus Take the online companion course to How to Write a Resume at Inklyo com Use our free resume templates to get started

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[Administrative Assistant's and Secretary's Handbook](#) James Stroman, Kevin Wilson, Jennifer Wauson, 2012 A treasure trove of practical tips and invaluable tools for administrative professionals it doesn't get much better than this book BookViews.com

[The Complete Idiot's Guide to the Perfect Resume](#) Susan Ireland, 2006 An

updated and revised edition of one of Alpha Books top career guides helps readers put together an attention grabbing resume that will help land them their dream jobs The book includes dozens of sample resume styles an action plan for a successful job search and professional advice on creating cover letters finessing the toughest interview and writing thank you and follow up letters More concise step by step information for creating a resume for a variety of commonly faced situations including career change employment gaps age discrimination and layoffs An increased emphasis on the combination resume the chronological format with skill headings within each job title section which has become one of the most widely accepted formats by employers Arms job seekers with a clear understanding of the principles of creating a great resume allowing them to adapt and apply those principles to their own personal situation no matter how difficult that situation may be **Wired Resume Guide, Version 2.0** Cengage South-Western,Tim Krause,1999-12

A Practical Guide to Therapeutic Communication for Health Professionals - E Book Julie Hosley,Elizabeth Molle-Matthews,2006-01-20 This new textbook is designed to provide students with all the necessary tools to effectively communicate with patients and other health care professionals With its easy to read style it is loaded with useful tips to help students engage into the practice of communication It presents condensed amounts of content for learning the basic principles and then integrating elements such as case scenarios questions or hints and tips to encourage application of those principles into real life situations Easy to read style provides practical information hints and tips Test Your Communication IQ boxes provide students with a short self assessment test at the beginning of each chapter Spotlight on Future Success boxes provide students with useful practical tips for improving communication Taking the Chapter to Work boxes integrated within each chapter are actual case examples with useful tips to guide students to practice and apply what they have learned Beyond the Classroom Activities exercises at the end of each chapter help students use knowledge learned from topics presented in the chapter Check Your Comprehension exercises at the end of each chapter provide questions and activities to test student knowledge of chapter content Communication Surfer Exercises focus on helping students utilize Internet resources to improve their knowledge and application of communication skills Expanding Critical Thinking at the end of each chapter provides students with additional questions or activities designed to apply critical thinking skills Legal Eagle boxes provide useful tips that focus on honesty as well as ethical and legal communication between patients and health care workers Unique interactive CD ROM packaged with the textbook includes a variety of application exercises such as voice mail messages patient caregiver interviews chapter key points and patient charts Audio segments on the CD ROM provide communication in action to help students observe verbal communication examples and apply their skills *Abu Dhabi Job Guide - Step by Step Guide to Landing Your Ideal Job in Abu Dhabi* Dubai Information Site,2009-07-14 Tired of looking for a job in Abu Dhabi Dubai UAE Easily secure Abu Dhabi jobs with this guide Capitalize on the income tax free jobs in Abu Dhabi Work in Abu Dhabi to build a brighter and more secure future for your family There is a very specific culture and way of doing things specifically when it comes to

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Donavan Thomas,2020-03-17 The 2020 2021 High School Senior College Career Workbook was designed to help high school seniors manage their busy schedule efficiently provide a guide to navigate their way through the process of applying for college and to create a plan they can implement successfully after high school if they do not plan to go to college By using the HS Senior Workbook students will be able to balance their schoolwork extracurricular activities at school chores at home and any part time job they have Students who have work experience or who have experience volunteering are encouraged to use the Student Career Guide The Student Career Guide provides students with an example on how to organize their work experience and volunteer experience into a resume It also has examples of how to write a cover letter and a thank you letter which are valuable to have when interviewing for a job Students should discuss their plan for college and their career goal with their parents and school Guidance Counselors

The Book of U.S. Government Jobs Dennis V. Damp,2008 Discusses the nature of government jobs civil service hiring procedures types of jobs available examinations the application form working abroad and provisions for people with disabilities

[Handbook of Research on Future of Work and Education: Implications for Curriculum Delivery and Work Design](#)

Ramlall, Sunil,Cross, Ted,Love, Michelle,2021-10-08 Higher education has changed significantly over time In particular traditional face to face degrees are being revamped in a bid to ensure they stay relevant in the 21st century and are now offered online The transition for many universities to online learning has been painful only exacerbated by the COVID 19 pandemic forcing many in person students to join their virtual peers and professors to learn new technologies and techniques to educate Moreover work has also changed with little doubt as to the impact of digital communication remote work and societal change on the nature of work itself There are arguments to be made for organizations to become more agile flexible entrepreneurial and creative As such work and education are both traversing a path of immense changes adapting to global trends and consumer preferences The Handbook of Research on Future of Work and Education Implications for Curriculum Delivery and Work Design is a comprehensive reference book that analyzes the realities of higher education today strategies that ensure the success of academic institutions and factors that lead to student success In particular the book addresses essentials of online learning strategies to ensure the success of online degrees and courses effective course development practices key support mechanisms for students and ensuring student success in online degree programs Furthermore the book addresses the future of work preferences of employees and how work can be re designed to create further employee satisfaction engagement and increase productivity In particular the book covers insights that ensure that remote employees feel valued included and are being provided relevant support to thrive in their roles Covering topics such as course development motivating online learners and virtual environments this text

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