

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

Cengage South-Western, Tim Krause

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the text bar.

Resume Template Guide:

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The Comprehensive Guide to Cybersecurity Careers Jason Edwards, 2024-05-14 The *Comprehensive Guide to Cybersecurity Careers* is the definitive resource for aspiring and established cybersecurity professionals This guide delves deep into the ever-changing cybersecurity landscape providing insights into the diverse career paths within the industry From technical roles like security analysts to strategic positions in policy development this book covers a broad spectrum of opportunities in the field It highlights the importance of staying ahead in the cybersecurity arms race emphasizing continuous learning and adaptation to face advanced threats The guide also offers practical advice on essential skills understanding industry trends and the impact of high-profile cyber incidents This book is more than a mere information source it's a dynamic tool that evolves with the field and its readers It encourages active engagement and contribution to the cybersecurity community With its focus on building professional networks navigating the hiring process and strategies for career advancement *The Comprehensive Guide to Cybersecurity Careers* is an invaluable asset for anyone aiming to forge a successful and impactful career in cybersecurity Whether starting fresh or seeking to enhance existing expertise this guide is an indispensable companion in the journey through the complex world of digital security

Key Features

Comprehensive Career Exploration Explores responsibilities necessary skills and qualifications for a wide range of

cybersecurity roles from technical positions to management and emerging fields like AI and cloud security

Educational Pathways Overview Offers insight into various educational options for cybersecurity including university programs adult professional programs and self study methods emphasizing the importance of lifelong learning

Certification Guidance Details information on essential cybersecurity certifications including a roadmap for obtaining them and a comprehensive list of certifications suitable for beginners and advanced professionals

Emphasis on Soft Skills Discusses the importance of soft skills like teamwork critical thinking and stress management in cybersecurity

Portfolio Development Provides strategies for building a strong professional portfolio including tips on showcasing problem solving skills gaining credibility and leveraging experiences for career advancement

Job Market Navigation Offers practical advice on job search strategies resume tailoring interview preparation and effective use of professional networking

LinkedIn Networking Features specific tactics for optimizing LinkedIn profiles for cybersecurity professionals and strategies for engaging with the industry through this platform

Sector specific Cybersecurity Insights Details cybersecurity challenges and opportunities in various sectors like finance healthcare government and more

Future Trends and Career Adaptation Discusses adapting to evolving roles in cybersecurity including the impact of automation AI and the importance of keeping skills relevant in a fast paced industry

WAV features a Behavioral Interview Prep Guide for cybersecurity professionals available from the Web Added Value Download Resource Center at jrosspub.com/wav

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

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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**

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interviewing and employment Learn the insides and out of what you need to know to secure that ideal job in Abu Dhabi Use this guide to gain a competitive edge over your competition You will learn practical step by step guidance that will help you get a job in Abu Dhabi Dubai and the UAE within weeks **2020-2021 High School Senior College & Career Workbook** 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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