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 – 2001-06

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.

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John de Szendeffy

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software applications Numerous screen shots and displays of toolbar buttons aid instruction Numerous exercises and applications reinforce every skill taught Word 2002 Core Expert presents exercises in real life business situations so students get hands on experience working on actual projects the best way to prepare them for the on the job challenges they ll face A comprehensive instructional package allows instructors to tailor the program to teaching styles lab needs student objectives and student learning styles   *What Color Is Your Parachute? Guide to Job-Hunting Online, Sixth Edition* Mark Emery Bolles,Richard N. Bolles,2011-05-17 Before you start your Internet job hunt there are some things that you must know like Why are job sites like Monster and CareerBuilder so stunningly ineffective What can you do to make sure your resumes survive the elimination process How do you find the information that search engines like Google can t How can you tell the difference between a genuinely helpful job board and a website designed only to collect resumes When are hobby forums more helpful than business networking sites When is the Internet not helpful when job hunting What is the fatal flaw of all social networking sites The Guide to Job Hunting Online 6th Edition not only answers these questions and many more but shows you how to comprehensively and effectively use the Internet for all aspects of your job hunt This companion to What Color Is Your Parachute the best selling job hunting book in the world has been completely rewritten for our changing times and includes hundreds of updated website recommendations and descriptions The Guide to Job Hunting Online shows you how to quickly find the data that will be most helpful to you how to identify and research the places where you will most enjoy working how to leverage the power of social networking sites and how to use your Internet time most effectively avoiding the common pitfalls and setting you up for success   **Guide to America's Federal Jobs** ,2001   Word 2002 Deborah A. Hinkle,2002   **Software Reviews on File** ,1995   **PC World** ,1995   **The Interactive Computing Series: Office XP Vol I** Kenneth Laudon,2001-12-10 The Interactive Computing Series is the Visual Interactive way to develop and apply software skills This Skills based approach coupled with its highly illustrated 2 page spread design is ideal for the intro CIS course the self paced course or students in non traditional education settings   **A Practical Guide to Using Computers in Language Teaching** John de Szendeffy,2005 Teachers faced with integrating computers into a second language curriculum will appreciate this helpful straightforward resource Unlike the existing scholarly and theoretical texts on computer assisted language learning CALL this book gives context and meaning to the computer environment with immediate classroom needs in mind The text introduces teachers to CALL offering tips for getting started and providing an overview of current CALL pedagogy Midwest   **Journal of Career Planning & Employment** ,1998   **Proceedings** ,1986   Best Resumes for Scientists and Engineers Adele Lewis,David Jewel Moore,1993 In this major revision of her popular resource for scientists and engineers Adele Lewis joined forces with scientist and writer David J Moore to show technical professionals how to prepare resumes to fit the special requirements of their professions Whether you re targeting an entry level job or a top management position Best Resumes for Scientists and Engineers gives you

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