

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.

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**Public Library Association, Editors of
VGM**



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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

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