

John Smith

IT Project Manager

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Portland, ME, 04019

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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. Striving to leverage my skills at SanCorp Inc.

Experience

2006-12 - present

Senior Project Manager

Seton Hospital, ME

- Oversaw all major hospital IT projects for 10+ years, focus on cost reduction.
- Responsible for creating, improving, and developing IT project strategies.
- Implemented the highly successful Lean Training and Six Sigma projects.
- Cut costs by 32% in less than six months.
- Reduced the costs of IT maintenance in 2015 by successfully rebuilding the server infrastructure resulting in over \$50'000 of annual savings.

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.
- Successfully migrated two servers to new data architecture.
- Maintained the user database of over 30000 patients.
- Managed project for lean training for all IT Support Officers.

2002-08 - 2004-09

IT Support Officer

Seton Hospital, ME

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

Education

1999-09 - 2001-05

Master of Computer Science, University of Maryland

- Graduated Summa Cum Laude.
- Andersen Postgraduate Fellowship to study advanced nursing techniques.
- Managed a student project to develop a weekly nursing podcast.

1996-09 - 1999-06

Bachelor of Computer Science, University of Maryland

- Graduated Summa Cum Laude.
- Member of Student Association of Computer Science.
- Managed a student project to organize a conference for 50+ professionals.

Software

Microsoft Project

●●●●●●
Excellent

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Shirley Martin Wang

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the name bar.

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Corel WordPerfect 8 Complete Concepts and Techniques Gary B. Shelly, Steven G. Forsythe, 1997 Part of the highly successful Shelly Cashman Series this text offers a screen by screen step by step approach to learning WordPerfect Covers beginning and advanced skills

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

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Life after Graduation Jean Leconte II, Dalvin Josias Sejour, 2023-10-31 In a world where change is the only constant the pathway to success is paved with adaptability resilience and an understanding of one s true self From navigating the complexities of the tech industry to mastering the art of personal branding the authors Jean Dalvin dive deep into the nuances of modern success Drawing on experiences from esteemed roles at Amazon Adobe Microsoft and more as well as internships at powerhouses like Facebook Snapchat and Goldman Sachs they decode the strategies that make or break careers But this isn t just a guide about climbing corporate ladders It s a holistic roadmap for anyone looking to chart a course in today s unpredictable landscape blending professional advice with personal anecdotes cautionary tales and

invaluable life lessons Are you ready to redefine your trajectory harness your potential and embark on a journey of transformation

Learn to Code. Get a Job. Gwendolyn Faraday,2020-11-01 Do you want to learn to code but don't know where to start This book cuts through the noise and gives you a no nonsense guide to learning and landing your first job as a software developer Each chapter leaves you with actionable steps so you can get started right away Here are the topics covered How to create a learning plan How when and where to network as a software developer How to market yourself to look professional How to handle job applications and interviews How to land your first job in the industry This is version 2 and has been completely updated and re edited based off of feedback and changes in the tech industry

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

Job Search Bloopers Laura DeCarlo,Susan Guarneri,2008-04-25 Examines the common mistakes that job seekers make in writing resumes and cover letters in networking in pursuing Internet leads in interviews and salary discussions and in providing references along with advice and strategies on how to correct the errors and improve job search results

HonorSociety.org Professional Network Guide: How to Search for Your Career Online Mike Moradian,2020-11-05 Finding a job in today's current environment takes skills and strategy Mike Moradian's book How to Search for Your Career Online helps demystify the best steps to finding your dream job online

Resumes For Dummies Joyce Lain Kennedy,2000-05-15 Dummies keep getting smarter That's why we've updated Resumes For Dummies 3rd Edition to keep you one step ahead for the 21st century Starting with all the tips and tricks you'll need to showcase your skills and abilities on paper this edition also takes you into the world of the cyber resume Recent grads and veteran workers alike can benefit from the strategies worksheets and sage advice from author and nationally recognized careers expert Joyce Lain Kennedy Whether you're sending online or off you'll find out how to create resumes that dazzle with a strong first impression and leave a lasting impact with potential employers From choosing the right resume style to putting the right spin on employment gaps lack of experience or frequent job hopping Resumes For Dummies 3rd Edition brings you up to speed with everything you need for finding the right job in today's market

Ferguson Career Resource Guide to Apprenticeship Programs, Third Edition, 2-Volume Set Elizabeth H.

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Microsoft Word 2000 in 24 Hours Heidi Steele,1999 Sams Teach Yourself Microsoft Word 2000 in 24 Hours delivers on the premise that you can become fully versed in the application in 24 easy one hour lessons The book not only explains all of the skills and concepts in the context of real work situations but also how to apply them to real word documents Additionally the book highlights the little details that frustrate users at all levels as they try to be productive Also included are workarounds for new and current features that might work better on paper than in real life **Business Communication**

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is relevant in today's hiring market and showcasing high quality resumes and cover letters prepared by professional resume writers all written for college students or new graduates It is a comprehensive resource appropriate for diverse college majors both undergraduate and graduate as well as for students seeking internships and co op jobs while still in school

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