

# 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

**Russ Smith**

## Resume Template Guide:

**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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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**

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