

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

Russ Smith



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Key Features

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

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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 Resume Guide, Version 2.0** Cengage South-Western,Tim Krause,1999-12 [A Practical Guide to Therapeutic Communication for Health Professionals - E Book](#) Julie Hosley,Elizabeth Molle-Matthews,2006-01-20 This new textbook is designed to provide students with all the necessary tools to effectively communicate with patients and other health care professionals With its easy to read style it is loaded with useful tips to help students engage into the practice of communication It presents condensed amounts of content for learning the basic principles and then integrating elements such as case scenarios questions or hints and tips to encourage application of those principles into real life situations Easy to read style provides practical information hints and tips Test Your Communication IQ boxes provide students with a short self assessment test at the beginning of each chapter Spotlight on Future Success boxes provide students with useful practical tips for improving communication Taking the Chapter to Work boxes integrated within each chapter are actual case examples with useful tips to guide students to practice and apply what they have learned Beyond the Classroom Activities exercises at the end of each chapter help students use knowledge learned from topics presented in the chapter Check Your Comprehension exercises at the end of each chapter provide questions and activities to test student knowledge of chapter content Communication Surfer Exercises focus on helping students utilize Internet resources to improve their knowledge and application of communication skills Expanding Critical Thinking at the end of each chapter provides students with additional questions or activities designed to apply critical thinking skills Legal Eagle boxes provide useful tips that focus on honesty as well as ethical and legal communication between patients and health care workers Unique interactive CD ROM packaged with the textbook includes a variety of application exercises such as voice mail messages patient caregiver interviews chapter key points and patient charts Audio segments on the CD ROM provide communication in action to help students observe verbal communication examples and apply their skills *Abu Dhabi Job Guide - Step by Step Guide to Landing Your Ideal Job in Abu Dhabi* Dubai Information Site,2009-07-14 Tired of looking for a job in Abu Dhabi Dubai UAE Easily secure Abu Dhabi jobs with this guide Capitalize on the income tax free jobs in Abu Dhabi Work in Abu Dhabi to build a brighter and more secure future for your family There is a very specific culture and way of doing things specifically when it comes to

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is essential for academicians faculty researchers and students globally **Public Interest Job Search Guide** ,2000

Public Interest Job Search Guide Stacy M. DeBroff,1992 The Federal Resume Guidebook Kathryn K. Troutman,1999

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