

# 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

<b>2006-12 - present</b>	<b>Senior Project Manager</b> <i>Seton Hospital, ME</i> <ul style="list-style-type: none"><li>• Oversaw all major hospital IT projects for 10+ years.</li><li>• Responsible for creating, improving, and developing IT project strategies.</li><li>• Implemented the highly successful Lean Training and Six Sigma projects.</li><li>• Reduced the costs of IT infrastructure maintenance by 5% in 2015.</li></ul>
<b>2004-09 - 2006-12</b>	<b>Junior Project Manager</b> <i>Seton Hospital, ME</i> <ul style="list-style-type: none"><li>• Streamlined IT logistics and administration operation cutting costs by 25%.</li><li>• Diagnosed problems with hardware and operating systems.</li><li>• Implemented solutions to increase productivity by 12% in 3 months.</li><li>• Maintained the user database of over 30000 patients.</li></ul>
<b>2002-08 - 2004-09</b>	<b>IT Support Officer</b> <i>Seton Hospital, ME</i> <ul style="list-style-type: none"><li>• Provided support for project managers and hospital staff for 2 years.</li><li>• Prepared over 200 infrastructure performance analyses and reports.</li><li>• Developed a new tracking dashboard, cutting manual data input by 80%.</li><li>• Successfully resolved over 100 issues in regards to IT infrastructure.</li></ul>

### Education

<b>1996-09 - 2001-05</b>	<b>Master of Computer Science, University of Maryland</b> <ul style="list-style-type: none"><li>• Graduated Summa Cum Laude.</li><li>• Member of Student Association of Project Management</li><li>• Managed a student project to develop a weekly IT News podcast.</li></ul>
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### Certifications

<b>2010-05</b>	PMP - Project Management Institute
<b>2007-11</b>	CAPM - Project Management Institute
<b>2003-04</b>	PRINCE2® Foundation

### Interests

Avid cross country skier and cyclist.

Member of the Parent Teacher Association.



# Resume Template Guide

**Denver Randall**





## 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

*The Comprehensive Guide to Cybersecurity Careers* Jason Edwards,2024-05-14 The Comprehensive Guide to Cybersecurity Careers is the definitive resource for aspiring and established cybersecurity professionals This guide delves deep into the ever changing cybersecurity landscape providing insights into the diverse career paths within the industry From technical roles like security analysts to strategic positions in policy development this book covers a broad spectrum of opportunities in the field It highlights the importance of staying ahead in the cybersecurity arms race emphasizing continuous learning and adaptation to face advanced threats The guide also offers practical advice on essential skills understanding industry trends and the impact of high profile cyber incidents This book is more than a mere information source it s a dynamic tool that evolves with the field and its readers It encourages active engagement and contribution to the cybersecurity community With its focus on building professional networks navigating the hiring process and strategies for career advancement The Comprehensive Guide to Cybersecurity Careers is an invaluable asset for anyone aiming to forge a successful and impactful career in cybersecurity Whether starting fresh or seeking to enhance existing expertise this guide is an indispensable companion in the journey through the complex world of digital security

**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](http://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

**Discover Your True Career Path: A Guide to Finding Meaningful Work and Achieving Lifelong Success** Denver Randall,2025-04-17 Are you feeling stuck unfulfilled or uncertain about your career direction Do you long for work that ignites your passion and aligns with your values This book is your roadmap to discovering a fulfilling and meaningful career path This book goes beyond generic career advice providing practical strategies and insightful exercises to help you identify your core values passions and skills explore different career options and industries overcome limiting beliefs and fears create a compelling resume and cover letter and develop a strategic action plan to achieve your career goals Whether you re a recent graduate a seasoned professional considering a career change or simply feeling unfulfilled in your current role this book offers invaluable guidance and support Filled with real life examples practical tips and actionable steps it equips you with the tools and knowledge needed to navigate the complexities of the job market and design a career that truly resonates with you You deserve a career that brings you joy challenges you and makes a difference This book provides the clarity direction and encouragement you need to take control of your professional destiny and create a future filled with purpose and success

**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](http://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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10 Minute Guide to Word 97 Peter G. Aitken,1996 The 10 Minute Guide to Word 97 offers simple practical help for busy people who need fast results Through goal oriented 10 minute lessons you ll learn all the essential tasks for creating professional documents 10 minutes is all you need to learn how to create new documents and set up templates master basic editing skills cutting copying and pasting find and replace formatting and special characters organize your documents with page numbers headers and footers add impact to your text with fonts borders and shading present information effectively with tables outlines and custom tab stops manage your files in a snap and build your own Web documents      *The Guide to Basic Cover Letter Writing* Public Library Association,Editors of VGM,2003-09-22 A solid well written cover letter is crucial to getting a job interview Written under the auspices of the Job and Career Information Services Committee of the Public Library Association a group of librarians with many years of collective experience in researching and providing job assistance information this practical guide provides easy to follow instruction in crafting outstanding cover letters for any type of position Completely updated it features guidance in job seeking effectively online and the best ways to showcase experience with the latest technologies      *Guide to Internet Job Searching 2004-2005* Margaret Riley Dikel,Margaret F. Dikel,Frances E. Roehm,2004 A guide to using the Internet in job searches that provides information on how to target the most interesting jobs in the most promising companies and apply for those jobs with confidence online or on paper      *Nursing Resume* S. L. Page,2013-11-29 Nursing Resume A Job Guide for nurses is a complete book package to help nurses find a job This book is short and to the point and the entire package includes 10 premium resume templates see inside book for a preview 10 premium cover letter templates they match the resume templates a few basic traditional resume templates and a sample resignation or two weeks notice template All templates are in docx format and are best edited in the Microsoft Word software If you do not have Microsoft Word you can usually download a free trial Google Docs may also work however formatting errors may occur if you use other programs other than Microsoft Word These templates must be downloaded online using information at the end of this book Why Do You Need a Custom Resume Template Your resume is the very first step in getting a job When you begin searching for a job you ll ultimately be uploading or submitting resumes to various employers If you turn in a poorly constructed resume it could get tossed in the trash You want a resume that will stand out and grab the hiring manager s attention That s why I contracted a graphic designer to create 10 professionally designed resumes all with nursing healthcare themes These resumes include all of the major sections All you have to do is fill in your own information They are completely customizable and you can edit the text add sections or change them any way you want You also get the



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