

SAMUEL CLINTON

PROFESSIONAL SUMMARY

8+ year seasoned professional in IT management with demonstrated organizational, analytical, and team building skills ready to effectively manage and guide IT project teams to success while interacting with and presenting innovative solutions to leadership.

Proven experience balancing priorities while adapting to changing needs and providing on-time completion of project objectives.



Hawkhill, GA, USA

123-456-7890

samuel@emailprovider.com

samclinton@linkedinward

EDUCATION & CERTIFICATIONS

Project Management Professional (PMP)® Certification
2030

Google IT Certification
Pima Community College
2022

High School Diploma
Sloaneville High School
2017 - 2021

SOFT SKILLS

Analytical Problem Solving



Organization & Time Management



Adaptability



Leadership & Management



TECHNICAL SKILLS

- Advanced Project Management Concepts
- Map vital control processes within a project ecosystem
- Analyze data to identify trends or resolve operational problems
- Find technical or legal issues immediately in a text
- Write a solid project brief for a team to follow
- Verify budget and expenses while catching errors
- MS Project, Slack, Asana, Basecamp, Clickup
- Javascript
- Project launch and delivery
- Reviews, reporting, and evaluations

RELEVANT EXPERIENCE

Langtown Community College

September 2018 - present

IT Management Supervisor

Troubleshooted and resolved technical issues. Managed escalations and ensured timely completion. Improved operational efficiency shown by hiring fewer team members with same results.

IT Express

June 2021 - September 2022

Management Training Intern

Assisted management to provide quality technology support. Developed interpersonal adaptability and empathy.

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Steven E. Callihan

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Administrative Assistant's and Secretary's Handbook James Stroman,Kevin Wilson,Jennifer Wauson,2014-06-18 The expectations and duties of the modern day administrative assistant are higher and more stressful than ever before The Administrative Assistant s and Secretary s Handbook will help professionals everywhere come out on top From managing the phones coordinating meetings and preparing presentations to planning events crafting clear business communications and deciphering legal documents administrative assistants need to be everything to everyone all the time and all with a smile They spend all day helping others but who is going to help them For office professionals seeking to improve their performance and enhance their value to employers this handbook is the definitive source of help for these true jack of all trades In The Administrative Assistant s and Secretary s Handbook you will find information on topics such as Creating graphics charts and presentations Microsoft Word Excel Outlook and Publisher Web conferencing Electronic and paper filing systems Recordkeeping Meeting planning and management Business math and much more Extensively updated with new information on Windows 8 Microsoft Office 2013 Apple OS mobile computing computer software troubleshooting data security Google Calendar Google Drive Google Docs and Microsoft Web Applications this bestselling guide will help these unsung heroes shine in the eyes of all their coworkers **Comprehensive Lotus 1-2-3 Release 5 for Windows** Roger Hayen,1995 This book contains a Guided Tour and ten tutorials that present hands on instruction In these tutorials students learn how to plan build test and document 1 2 3 worksheets Moreover this book harnesses 1 2 3 s power by emphasizing the SmartIcons and other Windows features for calculating charting and managing data This book assumes no prerequisite knowledge of computers the Windows environment or 1 2 3 Pref **Software Digest Ratings Report** ,1988 Coda: Poets & Writers Newsletter ,1981 Vols for present up dated and additional information to supplement A Directory of American poets

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