

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.



Hawthorne, GA, USA
123-456-7890
samuel@emailprovider.com
samclinton@linkedonward

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.

Resume Template This Month Tutorial

Steven E. Callihan



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Microsoft Word for Windows Heather Milette Duggan, Peter Norton, 1996 *Microsoft Works 3.0, DOS Version* William Robert Pasewark, William R. Pasewark, 1995 This represents a significant triumph of the leading integrated software program While continuing with its standard setting use of pull down menus Works 3.0 now enables you to use the same commands for word processing graphics spreadsheet database and telecommunications **Building the Looking-Glass Resume** Larry Goldsmith, 2014-01-10 Building the Looking Glass Resume is a resume solutions book that shows you how to create the reflection of your job skills that can help you win the prized invitation to a job interview The book features the Jaazle Resume Template and Tutorial to guide you through the resume building process so you can quickly and confidently create a professional looking resume with powerful contents Building the Looking Glass Resume is for all job seekers from entry level to senior executives or those in career transition The book includes solutions to the most difficult resume concerns questions and technical issues

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Tutorial to Accompany Peter Norton Introduction to Computers Student Edition Peter Norton, 1999-11-26 Peter Norton's PowerPoint 2000 Tutorial helps students learn to create process and present information using Microsoft PowerPoint 2000 **American Bookseller**, 1991 *Learn HTML in a Weekend* Steven E. Callihan, 1998 The fourth edition of this popular book The third edition ISBN 0761526943 has had a strong history since it was published in October of 2000 This new edition includes information on using graphics tools such as Paint Shop Pro Photoshop Fireworks and Mapedit as well as updated tutorials with new real world examples The most significant updates should be to the tables forms and graphics tutorials All tutorials will be standards based and feature designing valid HTML 4.01 Web pages **Using WordPerfect in Your Job Search** David Franklin Noble, 1995 A new focused kind of computer book that shows readers how to use the power of WordPerfect to create quality resumes cover letters and other important job search documents Detailed step by step instructions make it easy to create different types of resumes such as combination resumes chronological

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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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