

John Smith

IT Project Manager

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Portland, ME, 04019

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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. Striving to leverage my skills at SanCorp Inc.

Experience

2006-12 - present

Senior Project Manager

Seton Hospital, ME

- Oversaw all major hospital IT projects for 10+ years, focus on cost reduction.
- Responsible for creating, improving, and developing IT project strategies.
- Implemented the highly successful Lean Training and Six Sigma projects.
- Cut costs by 32% in less than six months.
- Reduced the costs of IT maintenance in 2015 by successfully rebuilding the server infrastructure resulting in over \$50'000 of annual savings.

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.
- Successfully migrated two servers to new data architecture.
- Maintained the user database of over 30000 patients.
- Managed project for lean training for all IT Support Officers.

2002-08 - 2004-09

IT Support Officer

Seton Hospital, ME

- Provided support for project managers and hospital Staff for 2 years.
- Prepared over 100 infrastructure performance analyses and reports.
- Implemented a new tracking dashboard, cutting manual data input by 80%.
- Successfully resolved over 200 issues in regards to IT infrastructure.

Education

1999-09 - 2001-05

Master of Computer Science, University of Maryland

- Graduated Summa Cum Laude.
- Andersen Postgraduate Fellowship to study advanced nursing techniques.
- Managed a student project to develop a weekly nursing podcast.

1996-09 - 1999-06

Bachelor of Computer Science, University of Maryland

- Graduated Summa Cum Laude.
- Member of Student Association of Computer Science.
- Managed a student project to organize a conference for 50+ professionals.

Software

Microsoft Project

●●●●●●
Excellent

Resume Template Best

Clifford Lane



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Top Secret Resumes and Cover Letters: The Complete Career Guide for All Job Seekers, Updated Fourth Edition Steven Provenzano, 2021-03-25 Newly revised and updated this is the industry standard for executives and professionals in all major industries and includes a free resume review by the author Steven Provenzano is President of ECS Executive Career Services and DTP Inc ECS is a team of certified experts specializing in career marketing at all income levels Mr Provenzano is the

author of ten highly successful career books including Top Secret Resumes Cover Letters 4th Ed the Complete Career Marketing guide for all job seekers He is a CPRW Certified Professional Resume Writer a CEIP Certified Employment Interview Professional and has written or edited more than 5000 resumes for staff managers and executives at all income levels during his 20 years in career marketing and corporate recruiting His team is so highly regarded they were selected to write more than 1500 resumes for all of SAP America s domestic consultants Steven has appeared numerous times on CNBC CNN WGN NBC ABC in Chicago in the Wall Street Journal Chicago Tribune Crain s the Daily Herald and on numerous radio programs His work is endorsed by Chicago Tribune career columnist Lindsey Novak as well as top executives from the Fortune 500 including Motorola Coca Cola and other firms You may email your resume direct to the author for a free review to the email provided on the back cover

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most difficult resume concerns questions and technical issues

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skills should I highlight How do I format this How do I get noticed But resume writing doesn't have to be a daunting task The latest edition of *Resumes For Dummies* answers all of these questions and more whether you're a resume rookie looking for new tips or want to create that eye-catching winning resume In this trusted guide Laura DeCarlo decodes the modern culture of resume writing and offers you insider tips on all the best practices that'll make your skills shine and your resume pop Let's start writing Write effective resumes that will stand out in a crowd Understand Applicant Tracking Systems and how to adapt your resume Keep your resume up with the current culture Position a layoff or other career change and challenge with a positive spin Leverage tips and tricks that give your resume visual power In order to put your best foot forward and stand out in a pile of papers it's important to have an excellent and effective resume and now you can *Mission Transition* Janet I. Farley, 2017-10-27 Change is a given in the United States military but the soon to be applied Blended Retirement System is a financial change like no other the military has ever experienced It is a huge deal that will not only affect the wallets of many active duty service members today and certainly 100% of them beginning in 2018 but it could also have a significant impact on future recruiting and retention of our volunteer military force *Mission Transition Managing Your Career and Your Retirement* is a needed introduction of the military's new Blended Retirement System representing the big shift in how the DoD manages military retirements In the process it encourages service members to adopt the new concept of retirement in the military improve their own financial literacy and assume responsibility for their own retirement planning Finally it provides new civilian job survival tips and strategies for service members in the process of leaving the military for civilian life For those who are contemplating joining the armed forces and who wish to better understand the myriad of changes to the overall military retirement system this is the ideal guide *What Color Is Your Parachute?* Richard N. Bolles, 2022-12-27 The groundbreaking indispensable guide to rewarding work and a fulfilling life more than ten million copies sold For more than fifty years *What Color Is Your Parachute* has transformed the way people think about job hunting Whether searching for that first position recovering from a layoff or dreaming of a career change *What Color Is Your Parachute* has shown millions of readers how to network effectively compose impressive resumes and cover letters interview with confidence and negotiate the best possible salary while discovering how to make their livelihood part of authentic living More than a job hunting book Richard N Bolles's timeless wisdom and famed self-assessment exercise clarifies seven key dimensions so you can uncover your greatest passions most valued traits and transferable skills to design a life that enables you to flourish With the job market in constant flux people everywhere have found that understanding who they are what they care about where and how they do their best work and the most effective way to express their abilities is the best compass to navigating an ever-changing and challenging professional landscape It is also how their work can become part of a life filled with passion and purpose Using the trailblazing advice and enduring guidance of *What Color Is Your Parachute* job hunters and career changers will have the tools to discover and land the work and life most meaningful to them **The Job Closer** Steve

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Anna Megill,2023-11-30 Want to become a writer in the games industry Then this is the book is for you Award winning game writer Anna Megill provides all the essential information and guidance you need to understand the industry and get your foot on the ladder The book explains in simple clear language exactly what a beginner needs to know about education requirements finding job opportunities applying for roles and acing studio interviews Professional writers will learn how to run a writers room manage a team create documentation for various project phases and navigate studio politics The Pocket Mentor is designed to be a just the facts companion to The Game Writing Guide Get Your Dream Job and Keep It but it stands on its own as an invaluable go anywhere resource for beginners and seasoned pros alike **Side Hustles**

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