

John Smith

IT Project Manager

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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

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G Orfield



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Canva For Dummies Jesse Stay, 2025-01-29 The essential guide to the popular beginner friendly graphic design platform Canva For Dummies is a beautiful full color reference covering everything you need to create dazzling visual materials in Canva Free and Pro versions Discover all tools templates and features at the ready plus utilize expert tips and tricks to improve your design and visual communication skills Start with basic functionalities and graphic design principles and then work your way up to more complex design tasks with ease Canva For Dummies also covers Canva s new AI tool Magic Studio so you ll be up to speed on everything this cool app can do Plus the useful case studies and practical design projects inside are sure to ignite your creativity Create effective social media posts presentations brand style guides and everything in between thanks to the helpful guidance in this book Understand the Canva interface and get a primer on graphic design Explore advanced tools and techniques including Canva s new AI tool Magic Studio Create engaging visuals for business social media and beyond Utilize Canva hacks and trends to make your graphics pop This handy guide is for everyone answering all your questions whether you re new to the platform or a current user Rock your next design project with Canva For Dummies

Business Insider with a Teenager Shirley Martin Wang, 2020-04-13 1 BOOK TO LEARN HOW TO LAUNCH A BUSINESS AS A TEENAGER Shirley Martin Wang introduces a no bulls it step by step guide for teenagers to dominate the business industry before they turn 18 from landing your ultimate dream job to defying stereotypes about teenage entrepreneurs In this book you ll learn about starting a business before age 18 why social media influencers succeed working legally as a teenager business ADVICE from 7 teenage entrepreneurs YouTubers CEOs and Content Creators included how to make yourself the 1 choice for a job what is youth professionalism EXCLUSIVE INTERVIEWS AVAILABLE NOW with Gen Z Entrepreneurs Jade Darmawangsa and Brennan Agranoff

Life after Graduation Jean Leconte II, Dalvin Josias Sejour, 2023-10-31 In a world where change is the only constant the pathway to success is paved with adaptability resilience and an understanding of one s true self From navigating the complexities of the tech industry to mastering the art of personal branding the authors Jean Dalvin dive deep into the nuances of modern success Drawing on experiences from esteemed roles at Amazon Adobe Microsoft and more as well as internships at powerhouses like Facebook Snapchat and Goldman Sachs they decode the strategies that make or break careers But this isn t just a guide about climbing corporate ladders It s a holistic roadmap for anyone looking to chart a course in today s unpredictable landscape blending professional advice with personal anecdotes cautionary tales and invaluable life lessons Are you ready to redefine your trajectory harness your potential and embark on a journey of transformation

HonorSociety.org Professional Network Guide: How to Search for Your Career Online Mike Moradian, 2020-11-05 Finding a job in today s current environment takes skills and strategy Mike Moradian s book How to Search for Your Career Online helps demystify the best steps to finding your dream job online

Corel WordPerfect 8 Complete Concepts and Techniques Gary B. Shelly, Steven G. Forsythe, 1997 Part of the highly successful

Shelly Cashman Series this text offers a screen by screen step by step approach to learning WordPerfect Covers beginning and advanced skills **Learn to Code. Get a Job.** Gwendolyn Faraday,2020-11-01 Do you want to learn to code but don't know where to start This book cuts through the noise and gives you a no nonsense guide to learning and landing your first job as a software developer Each chapter leaves you with actionable steps so you can get started right away Here are the topics covered How to create a learning plan How when and where to network as a software developer How to market yourself to look professional How to handle job applications and interviews How to land your first job in the industry This is version 2 and has been completely updated and re edited based off of feedback and changes in the tech industry **Job Search Bloopers** Laura DeCarlo,Susan Guarneri,2008-04-25 Examines the common mistakes that job seekers make in writing resumes and cover letters in networking in pursuing Internet leads in interviews and salary discussions and in providing references along with advice and strategies on how to correct the errors and improve job search results

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 *Ferguson Career Resource Guide to Apprenticeship Programs, Third Edition, 2-Volume Set* Elizabeth H. Oakes,2009 Each two volume book contains four major sections Introduction and Overview Provides forewords by notables in the field and an outline of the book Essays Features eight to 10 essays on topics such as workplace issues financial aid diversity and more Directory Contains descriptions and contact information for hundreds of organizations schools and associations arranged by topic Further Resources Indexes Includes glossaries appendixes further reading and indexes **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 **Sales and Marketing Resumes for \$100,000 Careers** Louise Kursmark,2000 You are an accomplished sales or marketing pro who has made a positive difference for your customers and your organization Your talents have been fundamental to the growth and success of your company But maybe you're anxious to test the waters for an advanced or more lucrative position **Great Resume** Jason Rich,2000 Great Resume will walk you through the entire resume creation process This book can teach anyone how to add impact to a resume

and select the best resume format based on any personal situation You ll learn how to put all of the pieces of a resume together into one powerful and well written document discover how to choose the best possible wording to convey important information learn how to avoid the most common resume creation mistakes and find out about the many tools available that will make the resume creation process easier and less stressful Fully up to date for modern job seekers this book also explores how to tap the power of the Internet Plus you ll discover how to evaluate job opportunities and evaluate your own goals and objectives to ensure you wind up in a job that s challenging rewarding and enjoyable

Women for Hire Tory Johnson, Robyn Freedman Spizman, Lindsey Pollak, 2002 From the Women For Hire organization this is a make it happen now job guide Women For Hire reproduces successful high caliber national career fairs partnering the country s leading employers in all fields with thousands of smart qualified and diverse women Now in this book readers will get the straight arrow advice they need to get a job Women For Hire identifies specific ways for job seekers to maximize their search efforts and secure a great new job Readers will learn Networking Necessities for the Shy to the Gutsy The Truth About Job Functions Real Answers to Resume Dilemmas Smart Interview Strategies One Minute Mess Ups to Avoid at All Costs Tips on Negotiating Salary and Benefits Overcoming Obstacles Faced by Women Job Seekers How to Keep Your Job Once You Land It Plus interactive exercises resource lists and real life anecdotes

Resumes For Dummies Joyce Lain Kennedy, 2000-05-15 Dummies keep getting smarter That s why we ve updated Resumes For Dummies 3rd Edition to keep you one step ahead for the 21st century Starting with all the tips and tricks you ll need to showcase your skills and abilities on paper this edition also takes you into the world of the cyber resume Recent grads and veteran workers alike can benefit from the strategies worksheets and sage advice from author and nationally recognized careers expert Joyce Lain Kennedy Whether you re sending online or off you ll find out how to create resumes that dazzle with a strong first impression and leave a lasting impact with potential employers From choosing the right resume style to putting the right spin on employment gaps lack of experience or frequent job hopping Resumes For Dummies 3rd Edition brings you up to speed with everything you need for finding the right job in today s market

Best Résumés for College Students and New Grads Louise Kursmark, 2006 Helps students by describing skills and attributes that are valuable in the workplace answering common questions delivering expert advice that is relevant in today s hiring market and showcasing high quality resumes and cover letters prepared by professional resume writers all written for college students or new graduates It is a comprehensive resource appropriate for diverse college majors both undergraduate and graduate as well as for students seeking internships and co op jobs while still in school

Management Information Systems David Lee Anderson, 2000 This text uses cases to explain Management Information Systems concepts within an industry perspective The cases are direct real and written in the late 90 s Each chapter contains specific sections to thoroughly present and explain the relevant information systems and business concepts Built upon extensive information technology sections this text includes contextual elements such as actual financial

information and analysis the importance of data and the impact of technology on the manufacturing marketing and distribution processes An appropriate text for Management Information Systems **Microsoft Word for Windows** Heather Milette Duggan, Peter Norton, 1996 **Sams Teach Yourself Microsoft Word 2000 in 24 Hours** Heidi Steele, 1999 Sams Teach Yourself Microsoft Word 2000 in 24 Hours delivers on the premise that you can become fully versed in the application in 24 easy one hour lessons The book not only explains all of the skills and concepts in the context of real work situations but also how to apply them to real word documents Additionally the book highlights the little details that frustrate users at all levels as they try to be productive Also included are workarounds for new and current features that might work better on paper than in real life *Business Communication* Richard D. Featheringham, Nancy Csapo, 2004-10 **Career Opportunities in Biotechnology and Drug Development** Toby Freedman, 2008 An essential guide for students in the life sciences established researchers and career counselors this resource features discussions of job security future trends and potential career paths Even those already working in the industry will find helpful information on how to take advantage of opportunities within their own companies and elsewhere

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