

John Smith

IT Project Manager

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Portland, ME, 04019

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E-mail j.smith@zety.com

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

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Excellent

Resume Template Best

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Google Resume 2017: An Easy Guide to the Best Features Gack Davidson, The name Google has long been associated with technology and a platform that you can trust for anything It has a wealth of information and users can get up to the minute information to them with a simple search The developers of Google have extended the platform and have now created a platform called Google Resume Essentially it is a platform that is used to produce a professional resume by helping the user to do this It is effortless and helps the user to produce a resume in a short amount of time There are many resume templates that are professional and trendy from which the user can choose It is quite easy to choose and modify any one of the templates so it can match your individual taste This book will seek to introduce the reader to this platform and let them become knowledgeable of what can be done when using this service

The Resume.Com Guide to Writing Unbeatable Resumes Warren Simons, Rose Curtis, 2003-08-22 The nation s 1 online resume service offers its exclusive advice on how to craft a winning resume The Resume com Guide to Writing Unbeatable Resumes draws upon the author s considerable expertise as well as the vast Resume com database to arm job seekers with Sample resumes for every profession and job category at every level from entrylevel to executive A comprehensive database of keywords arranged by industry Electronic job hunting advice and strategies with tips on how to make any resume stand out online A detailed Before After resume trouble shooting worksheet Job seekers will also find an exciting added value with this essential text With the purchase of this book they ll be able to receive a free resume consultation with one of Resume com s career consultants

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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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

[The Engineer's Career Guide](#) John A. Hoschette, 2010-05-25 This is the most complete career resource guide book for engineers dealing with the non technical side of engineering It provides career advice for engineers at all stages of their careers whether newly graduated mid career or soon to be retired This book provides many real world practical proven common sense career tips supported by actual work and experiences examples Tips deal with problems the engineer may encounter with supervisors co workers and others in the corporation The book provides step by step guidance on how to deal with career problems and come out ahead

101 Career Myths Debunked Elizabeth L. Campbell, 2022-08-01 What if everything you know about careers is false Bombarded by toxic misinformation about unemployment and failing career prospects job hunters are often halted by fear 101 Career Myths Debunked is essential reading for college students job hunters and career changers to discover the myths holding them back and reveal the surprising truths and practical steps that will set them on the path to career success Written by a counseling psychologist and career psychology expert 101 Career Myths Debunked is your personal career coach and ultimate planning guide This easy to use workbook will show you how to boost your confidence and build a life you love It walks you through the entire career development process and helps you deal successfully with everything you need to consider You ll learn practical new ways to move forward from your present uncertainty into a promising future

Resumes For Dummies Laura DeCarlo, 2019-02-22 Polish up that old resume and land your dream job We ve all been there it s time to apply for a job or internship and you have to create or revise your resume Many questions pop in your head What do employers want What

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

Dalton,2021-04-20 The author of The 2 Hour Job Search shows you how to land your dream job from writing the perfect resume and cover letter to nailing any interview and negotiating your offer Steve Dalton s 2 Hour Job Search simplified the process of finding work by utilizing technology and now The Job Closer helps you seal the deal by applying his time saving techniques to the surrounding steps As a career consultant Dalton has found that job seekers routinely overinvest in trivial aspects of the employment hunt while underestimating the important ones In this guide you ll learn how to avoid wasted effort and excel in all areas by using tools such as The FIT Model which helps job seekers nail the answer to Tell me about yourself using principles from the world of screenwriting The RAC Model perfect for writing efficient cover letters and answering Why this company or job in an interview The CAR Matrix designed to help you craft compelling interview stories and deploy them in the most powerful way The Prenegotiation Call which takes the awkwardness out of asking for more and turns your negotiator from an adversary into a partner And many more The Job Closer will leave you with more time for networking making meaningful connections and showcasing your unique talents so your odds of success in landing the perfect job improve exponentially **THE “INSIDER’S” SECRET TO LANDING YOUR DREAM JOB IN TECH** Dr. Iftekhar Ahmed Shams,2023-03-11 This book will help you get your dream job and reach your full potential After working and talking with over 50 FAANG Big Tech Firms executives I have designed this book to teach you how to present your best self to your next employer This book will cover a proven step by step approach designed to help you get any job you want This book will help you Get any job you want Build the perfect resume using the Harvard Business School Resume Format Learn how to write an impactful cover letter that creates a lasting impression Interview better than anyone else and turn your weaknesses into strengths Build the perfect LinkedIn profile Get more recruiters employers to find you Network better than anyone else so you can get your dream job Master answering questions specific to your role as a Scrum Master Data Visualization Analyst UX Designer etc Interview tips from the hiring manager [Kick Start Your Career](#) Lee Smith,John van Genderen,2018-03-30 For new graduates the key challenge remains how to secure that first career related job Full of guidance and tips on how to handle the complex field of job hunting Kick Start Your Career can help navigate an ever changing job market and secure your chance at your desired career It is a valuable investment in your future It advises the reader on how to stand out in job applications use social media for job searching create resumes and cover letters that stand out succeed at interviews It provides a practical hands on step by step approach With an integrated Personal Plan that helps create key job search documents it directs soon to be graduates towards achieving their career aspirations Accompanying online resources include examples and templates which can be downloaded in Word format to help you prepare resumes and other job search documents This book will help graduates progressively build up job hunting resources skills achievements resume cover letter and interview responses and turn this into a practical outcome a new job It is a key companion to any student or recent graduate exploring the job market *What Color Is Your Parachute? 2022* Richard N. Bolles,2021-12-14

With timeless advice up to the minute insights and more than ten million copies sold over fifty years the world's most popular and best selling career guide is fully revised and expanded for 2022 One of the first job hunting books on the market It is still arguably the best And it is indisputably the most popular Fast Company What Color Is Your Parachute is the world's most popular job hunting guide This completely updated edition features the latest resources strategies and perspectives on today's job market revealing surprising advice on what works and what doesn't so you can focus your efforts on tactics that yield results At its core is Richard N Bolles's famed Flower Exercise a unique self inventory that helps you design your career and your life around your key passions transferable skills traits and more This practical manual also provides essential tips for writing impressive resumes and cover letters networking effectively interviewing with confidence and negotiating the best salary possible Whether you're searching for your first job were recently laid off or are dreaming of a career change What Color Is Your Parachute will guide you toward a fulfilling and prosperous life's work [The Pocket Mentor for Video Game Writers](#)

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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Table of Contents Resume Template Best

1. Understanding the eBook Resume Template Best
 - The Rise of Digital Reading Resume Template Best
 - Advantages of eBooks Over Traditional Books
2. Identifying Resume Template Best
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Resume Template Best
 - User-Friendly Interface
4. Exploring eBook Recommendations from Resume Template Best
 - Personalized Recommendations
 - Resume Template Best User Reviews and Ratings
 - Resume Template Best and Bestseller Lists
5. Accessing Resume Template Best Free and Paid eBooks
 - Resume Template Best Public Domain eBooks
 - Resume Template Best eBook Subscription Services
 - Resume Template Best Budget-Friendly Options
6. Navigating Resume Template Best eBook Formats

- ePub, PDF, MOBI, and More
- Resume Template Best Compatibility with Devices
- Resume Template Best Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Resume Template Best
 - Highlighting and Note-Taking Resume Template Best
 - Interactive Elements Resume Template Best
- 8. Staying Engaged with Resume Template Best
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Resume Template Best
- 9. Balancing eBooks and Physical Books Resume Template Best
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Resume Template Best
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Resume Template Best
 - Setting Reading Goals Resume Template Best
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Resume Template Best
 - Fact-Checking eBook Content of Resume Template Best
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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