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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
	Sieton 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.

Bachelor of Computer Science, University of Maryland

Managed a student project to organize a conference for 50+ professionals.

Managed a student project to develop a weekly nursing podcast.

Member of Student Association of Computer Science.

Software

1995-09 - 1999-05



Graduated Summa Cum Laude.

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Elizabeth H. Oakes

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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 Business Insider with a Teenager Shirley Martin Wang, 2020-04-13 1 BOOK TO LEARN HOW TO LAUNCH For Dummies 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 Ferguson Career Resource Guide to Apprenticeship Programs, Third Edition, 2-Volume Set Elizabeth H. Oakes, 2009 com 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

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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

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