

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

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Excellent

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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 entry level 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

How to Write a Resume (Interview Tips and Job Interview Questions) Richard Forbes, Resume Templates, Cover Letters, Sample Resumes, 2015-06-11 How to Write a Resume Interview Tips and Job Interview Questions Learn How to Craft a Professional Resume to Find Your Dream Job Easily Everyone in the business world knows that having a good strong resume can mean the difference between getting a job and not getting a job You will need to have a resume that is crafted professionally and that will reflect you your job abilities and your experience Having a good looking resume is so important when you are searching for a job that it should be your number one priority It is the first thing that a potential employer will see before he or she meets you so you want it to really be compelling and make them want to pick up the phone and call you for an interview How to write a resume is one of the books to read if you want resume writing secrets great tips and tricks to get your resume noticed over other applicants Tags how to write a resume cover letters sample cover letter resume template resume templates professional resume template writing a cover letter how to write cover letter how to write a cover letter resume examples example of a resume examples of resumes how to write a good resume job resume how to create a resume create a resume creating a resume how do you make a resume sample resumes best resume best resume format best resumes resume tips resume writing tips the perfect resume resume help resume writing services customer service resume resume services simple resume make a resume professional resume writers resume writer resume writers how to write resume resume writing write a resume resumes resume objective resume maker functional resume resume formats objective for resume how to build a resume resume outline curriculum vitae how to write a cv cv template cv format cv examples cv templates samples how to make a cv how to write cv writing a cv cv writing service cv resume

[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

The Engineer's Career Guide John A.

Hoschette, 2010-04-26 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 **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 *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 [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

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

How to Write a Resume Richard Bolles, Resume Maker, 2014-08-10 How to Write a Resume Learn How to Craft Professional Resume to Find Your Dream Job Easily cover letters resume templates sample resumes Everyone in the business world knows that having a good strong resume can mean the difference between getting a job and not getting a job You will need to have a resume that is crafted professionally and that will reflect you your job abilities and your experience Having a good looking resume is so important when you are searching for a job that it should be your number one priority It is the first thing that a potential employer will see before he or she meets you so you want it to really be compelling and make them want to pick up the phone and call you for an interview How to write a resume is one of the books to read if you want resume writing secrets great tips and tricks to get your resume noticed over other applicants Tags how to write a resume cover letters sample cover letter resume template resume templates professional resume template writing a cover letter how to write cover letter how to write a cover letter resume examples example of a resume examples of resumes how to write a good resume job resume how to create a resume create a resume creating a resume how do you make a resume sample resumes best resume best resume format best resumes resume tips resume writing tips the perfect resume resume

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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

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 **Resumes For Dummies** Joyce Lain

Kennedy,1998-05-29 Contains tips and suggestions for creating a resume that will be noticed by prospective employers includes information on choosing a format drafting a summary statement using key words and formatting a digital resume

EResumes Susan Britton Whitcomb,Pat Kendall,2001 An A to Z guide for job seeking online in the 21st century this book tells how to construct post attach and send the perfect resume to ace the job Starting Your Career Laura Praglin,1999 Starting Your Career The Best Resources To Help You Find the Right Job is targeted primarily at the several million new college graduates trying to find their first job and to other young adults beginning their careers **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 The No-pain Resume Workbook Hiyaguha Cohen,1992 Writing a resume doesn t have to be a stressful event This guide contains fill in the blank forms for each component of the resume with much of the wording already provided Writing a resume has never been easier Includes sample resumes and cover letters

plus an optional mail in fax in critique and typesetting service Cartoons graphics and quotations throughout **How to Write a Resume** Inklyo, 2016-07-13 Write the perfect resume to get the job you want In today's competitive job market your resume needs to stand out As the rules of modern resume writing are rapidly changing knowing what to include in your resume to catch a potential employer's eye is difficult Should you include a picture An objective statement References How exactly do you format a resume to make an impact The writers at Inklyo.com have answered all of these questions and more in this comprehensive guide to resume writing How to Write a Resume The Complete Guide to Modern Resume Writing is full of proven tips and tricks for stocking your resume writing repertoire with the techniques you need to stand out to employers This guide will lead you through the process of creating a resume from scratch selecting a resume format that is best suited to your background and including all of the information necessary to demonstrate your skills and experience With tons of examples and sample resumes to choose from How to Write a Resume will teach you the principles you need to know and how to apply them to create your very own resume Learn how to word your resume to ensure that your writing is engaging and that you make a professional first impression What type of resume are you Explore the different types of resumes and create one that will best suit your job history and experiences Let us walk you through each section of your resume We'll explain what to write how to write it and what not to do Formatting is important Follow our comprehensive guide to resume formatting and we'll show the dos and don'ts of structuring your resume Need some visuals How to Write a Resume The Complete Guide to Resume Writing is full of examples and even full resume samples to guide you in writing your own resume Bonus Take the online companion course to How to Write a Resume at Inklyo.com Use our free resume templates to get started **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 **Using Microsoft Office 97** Jill T. Freeze, 1997 Quick answers to everyday Office 97 questions B W illustrations

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