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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

Senior Project Manager
Seton Hospital, ME
<ul> <li>Oversaw all major hospital IT projects for 10+ years, focus on cost reduction.</li> </ul>
<ul> <li>Responsible for creating, improving, and developing IT project strategies.</li> </ul>
<ul> <li>Implemented the highly successful Lean Training and Six Sigma projects.</li> </ul>
<ul> <li>Cut costs by 32% in less than six months.</li> </ul>
<ul> <li>Reduced the costs of IT maintenance in 2015 by successfully rebuilding the server infrastructure resulting in</li> </ul>
over \$50'000 of annual savings.
Junior Project Manager
Seton Hospital, ME
<ul> <li>Streamlined IT logistics and administration operation cutting costs by 25%</li> </ul>
<ul> <li>Diagnosed problems with hardware and operating systems.</li> </ul>
<ul> <li>Successfully migrated two servers to new data architecture.</li> </ul>
<ul> <li>Maintained the user database of over 30000 patients.</li> </ul>
<ul> <li>Managed project for lean training for all IT Support Officers.</li> </ul>
IT Support Officer
Seton Hospital, ME
<ul> <li>Provided support for project managers and hospital Staff for 2 years.</li> </ul>
<ul> <li>Prepared over 100 infrastructure performance analyses and reports.</li> </ul>
<ul> <li>Implemented a new tracking dashboard, cutting manual data input by 80%.</li> </ul>
<ul> <li>Successfully resolved over 200 issues in regards to IT infrastructure.</li> </ul>
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 - 1999-06



Graduated Summa Cum Laude.

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**David Kirk** 

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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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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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#### **Table of Contents Resume Template Top**

- 1. Understanding the eBook Resume Template Top
  - The Rise of Digital Reading Resume Template Top
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Resume Template Top
  - 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 Top
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Resume Template Top
  - Personalized Recommendations
  - Resume Template Top User Reviews and Ratings
  - Resume Template Top and Bestseller Lists
- 5. Accessing Resume Template Top Free and Paid eBooks
  - Resume Template Top Public Domain eBooks
  - Resume Template Top eBook Subscription Services
  - Resume Template Top Budget-Friendly Options

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

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