

SAMUEL CLINTON

PROFESSIONAL SUMMARY

8+ year seasoned professional in IT management with demonstrated organizational, analytical, and team building skills ready to effectively manage and guide IT project teams to success while interacting with and presenting innovative solutions to leadership.

Proven experience balancing priorities while adapting to changing needs and providing on-time completion of project objectives.



Hawthorne, GA, USA
123-456-7890
samuel@emailprovider.com
samclinton@linkedonward

EDUCATION & CERTIFICATIONS

Project Management Professional (PMP)® Certification
2030

Google IT Certification
Pima Community College
2022

High School Diploma
Sloaneville High School
2017 - 2021

SOFT SKILLS

Analytical Problem Solving
●●●●●●●●
Organization & Time Management
●●●●●●●●
Adaptability
●●●●●●●●
Leadership & Management
●●●●●●●●

TECHNICAL SKILLS

- Advanced Project Management Concepts
- Map vital control processes within a project ecosystem
- Analyze data to identify trends or resolve operational problems
- Find technical or legal issues immediately in a text
- Write a solid project brief for a team to follow
- Verify budget and expenses while catching errors
- MS Project, Slack, Asana, Basecamp, Clickup
- Javascript
- Project launch and delivery
- Reviews, reporting, and evaluations

RELEVANT EXPERIENCE

Langtown Community College
September 2018 - present
IT Management Supervisor
Troubleshooted and resolved technical issues. Managed escalations and ensured timely completion. Improved operational efficiency shown by hiring fewer team members with same results.

IT Express
June 2021 - September 2022
Management Training Intern
Assisted management to provide quality technology support. Developed interpersonal adaptability and empathy.

Resume Template This Month Tutorial

Jessica J Manson



Resume Template This Month Tutorial:

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

Administrative Assistant's and Secretary's Handbook James Stroman, Kevin Wilson, Jennifer Wauson, 2014-06-18 The expectations and duties of the modern day administrative assistant are higher and more stressful than ever before The Administrative Assistant's and Secretary's Handbook will help professionals everywhere come out on top From managing the phones coordinating meetings and preparing presentations to planning events crafting clear business communications and deciphering legal documents administrative assistants need to be everything to everyone all the time and all with a smile They spend all day helping others but who is going to help them For office professionals seeking to improve their performance and enhance their value to employers this handbook is the definitive source of help for these true jack of all trades In The Administrative Assistant's and Secretary's Handbook you will find information on topics such as Creating graphics charts and presentations Microsoft Word Excel Outlook and Publisher Web conferencing Electronic and paper filing systems Recordkeeping Meeting planning and management Business math and much more Extensively updated with new information on Windows 8 Microsoft Office 2013 Apple OS mobile computing computer software troubleshooting data security Google Calendar Google Drive Google Docs and Microsoft Web Applications this bestselling guide will help these unsung heroes shine in the eyes of all their coworkers

Wired Resume Guide, Version 2.0 Cengage South-Western, Tim Krause, 1999-12

Peter Norton's Introduction to Computers Office 97 Tutorial with 3.5 IBM Disk Peter Norton, 1998-01-05 Peter Norton's new Office 97 Tutorial helps students learn to create process and present information using Microsoft Office 97 Emphasizing hands on instruction this applications tutorial includes a student data disk to help students apply and practice the skills and techniques they learn in each lesson

Microsoft Word for Windows Heather Milette Duggan, Peter Norton, 1996

The College Student's Resume Guide Kim Marino, 1989 This is an easy step by step guide for writing your own resume cover letter and a thank you letter for after the interview

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 The National Guard Guide to Paying for Your College Education ,2007 **Microsoft Works 3.0, DOS Version** William Robert Pasewark,William R. Pasewark,1995 This represents a significant triumph of the leading integrated software program While continuing with its standard setting use of pull down menus Works 3 0 now enables you to use the same commands for word processing graphics spreadsheet database and telecommunications Intro Dos 5/6/6. 2 Wind 3. 1 Phillips H L Staff,1994-03 This introductory text builds the basic computer management skills required of today s Information Systems professionals A useful tool for drawing comparisons between these two very different operating systems *Free Stuff from America Online* Luanne S. O'Loughlin,Louanne O'Loughlin,1994-11 Written for users around the world FREE TUFF from America Online is the only book that shows you the best that America Online has to offer Jam packed with information never before available this book offers you hundreds of incredible things you can get for your home business career kids hobbies and computer you name it No strings attached **Landing a Job For Canadians For Dummies** Dawn McCoy,2002-10-01 Finding a new job is an overwhelming prospect for most people no matter how many times you ve done it or at what stage of your career you re in Especially in tough job markets when job seekers face tougher screening by recruiters it s crucial to stand out from the crowd in every way from your resume to your interview Whether you re looking for a job in Canada or outside the country the right strategy coupled with expert know how will give you the critical advantage to land your dream job Landing a Job For Canadians For Dummies is for everyone looking for a job Whether you re a newbie fresh out of university or a professional looking to change careers you ll discover how to find your ideal job and create a winning plan for getting it This user friendly guide helps you Decide on a career Develop a strong r sum Write memorable cover letters Research jobs and companies Maximize networking skills Land a job Explore how you can use computers the Internet and e mail in conjunction with tried and true networking and follow ups to cast a discerning net that will catch the leads best suited to your skills and ambitions Landing a Job For Canadians For Dummies includes unique coverage of these and many more helpful topics including Three big questions you need to answer Basic tools for your job hunt Three dependable r sum formats Anatomy of a cover letter The art of gentle persuasion Online job banks Ten big job hunting blunders Exploring other options Four steps to an inspired interview In today s competitive job market the way you present yourself to an employer is just as important as the skills and experience you bring to the table Arm yourself with the tools and strategies you need to find your dream job and put together the winning package r sum cover letter and interview to land it Comprehensive DOS 5.0/6.0/6.2 with Windows 3.1 Harry L. Phillips,1994 Part of our New Perspectives Series this text offers a case oriented problem solving approach for learning DOS 5 0 6 0 6 2 and Windows 3 1 This Comprehensive text provides a thorough technical introduction to DOS along with concise coverage of Windows 3 1 and File Manager Technology in Student Affairs John L. Baier,Thomas S. Strong,1993-12-31 This book provides a comprehensive guide to technology in student affairs Many student affairs divisions

have introduced advanced information and computer technology into their programs in response to the increasing economic constraints facing American colleges and universities today Advanced technology in student affairs can reduce overhead costs and increase output despite personnel reductions This book is designed to assist student affairs practitioners graduate students and graduate preparation program faculty members in applying advanced technology to their own programs Co published with the American College Personnel Association Using WordPerfect in Your Job Search David Franklin Noble,1995 A new focused kind of computer book that shows readers how to use the power of WordPerfect to create quality resumes cover letters and other important job search documents Detailed step by step instructions make it easy to create different types of resumes such as combination resumes chronological resumes resumes from templates scannable resumes and hypertext **The Balance Sheet** ,1989 American Bookseller ,1991 Ajax Programming for the Absolute Beginner Jerry Lee Ford,2009 Learn Ajax the easy way If you are new to programming with Ajax and are looking for a solid introduction this is the book for you Developed by computer science instructors books in the for the absolute beginner series teach the principles of programming through simple game creation You will acquire the skills that you need for more practical programming applications and will learn how these skills can be put to use in real world scenarios Best of all by the time you finish the book you will be able to apply the basic principles you ve learned to the next programming language you tackle **Microsoft Excel Function Reference** ,1992 This book gives information on how to get started on Microsoft Excel worksheet basics databases charts graphics printing and keyboard shortcuts Career Planning Today C. Randall Powell,1990

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