

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. Looking to leverage my IT Management 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 for all employees.

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 and implemented solutions to increase efficiency.
- Maintained the user database of over 30000 patients, implemented new solutions inside the dashboard.

Education

1996-09 - 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.

Skills

Business Process Improvement - history of successful innovations leading to cost savings

Vendor Management - proven track record of managing vendors in projects with budgets of over \$1'000'000

Project Scheduling - over 90% of projects led were finished in due time

Sales Analysis - background in IT Sales with deep understanding of negotiating contracts

Software

Microsoft Project

●●●●●●
Excellent

Microsoft Windows Server

●●●●●●●
Very Good

Certifications

2010-05

PMP - Project Management Institute

2007-11

CAPM - Project Management Institute

Sample Resume Paper

William E. Montag



Sample Resume Paper:

How to Write and Publish a Scientific Paper Robert A Day, Barbara Gastel, 2006-04-26 Guide on writing and submitting a scientific paper for graduates to professionals

The \$100,000 Resume Craig S. Rice, 1998 The definitive guide to the special requirements of the executive resume

Cover Resumes For Dummies Laura DeCarlo, 2015-07-14 Master the art of resume writing and boost your chances of getting hired With unemployment rates still running high getting an edge up on the competition in your field whatever it may be can be an intimidating and exhausting undertaking Luckily Resumes For Dummies is here to serve as your life raft as you navigate the murky waters of a modern day job search Inside you ll find expert guidance on writing a winning resume that will set you head and shoulders above the crowd to land that elusive interview and get the job of your dreams There s nothing easy and breezy about looking for a new job whether you currently have one or not But rather than succumbing to the panic that might convince you to hide under the covers Resumes For Dummies arms you with the confidence you need to write a resume that will have prospective employers knocking your at your door Includes tips on avoiding common resume writing mistakes Provides updates on the latest changes in the job market that you ll need to take into account when writing a resume Outlines how to approach a lay off in a professional light Covers how to confront privacy and reputation issues in online social job search Whether you re a recent graduate second timer looking for your next job prime timer who hasn t job searched in decades or the unfortunate victim of a lay off Resumes For Dummies takes the fear out of putting your skills on paper and sets you on the path to getting your foot in the door and landing the job of your dreams

Copyediting and Proofreading For Dummies Suzanne Gilad, 2011-02-14 Turn your knack for language into a lucrative career Must know techniques and resources for maximizing your accuracy and speed Interested in becoming a copyeditor or proofreader Want to know more about what each job entails This friendly guide helps you position yourself for success Polish your skills build a winning r sum and land the job you ve always wanted Books magazines Web sites corporate documents find out how to improve any type of publication and make yourself indispensable to writers editors and your boss Balance between style and rules Master the art of the query Use proofreader symbols Edit and proof electronic documents Build a solid freelancing career

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CareerJournal.com Resume Guide for \$100,000 + Executive Jobs

William E. Montag, 2002-10-22 The Proven Professional Resume and Job Search Guide for Executives in the 100K and Above Salary Range This new expanded edition of a classic bestseller supplements veteran career advisor William Montag s years of experience with the powerful online resources of CareerJournal.com The Wall Street Journal s own career Web site Let this handy resource be your own professional executive coach with up to the minute advice on how to land your ideal executive job using proven high visibility marketing techniques The top notch real world resume and cover letter samples inside will help you launch your search with the same competitive edge held by the top level clients of Montag Associates You ll learn how

critical self marketing is to your success and how to maximize your marketability by pairing the perfect cover letter with the right resume for any job opportunity By combining the author's power packaging and patented Expansionist Theory™ methods with 24/7 online job search strategies you can outmarket, outsmart and outclass the competition Put your executive job search on the fast track with All the marketing techniques and online skills of professional executive career coaches Up to date listings of the best career and job search sites on the Internet Sample resumes accompanied by their own specially designed cover letters Frequently asked questions and market tested answers Top ten rules for the twenty first century job market

Career Resource Manual, 1997 **How to Say It on Your Resume** Brad Karsh, Courtney Pike, 2009-01-06 An insider shows how to tailor a resume that sets applicants apart from a sea of candidates Recruiting director Brad Karsh has worked with thousands of misguided job seekers Now he's putting his experience into print with step by step guidelines to improve the wording content and format of any resume Knowing how employers choose candidates the author shows how to make a resume stand out Whether readers are looking to make a career change re enter the workforce find a first job or acquire an internal position Karsh demonstrates how to transform any resume and get results Includes advice for First jobs Re entering the work force Applicants who have been laid off Career changes Older applicants And more

Professional You Celeste Gloster, 2017-04-28 Professional You is an updated version of Insight for Success it is designed to help you gain insight into who you are professionally and what you have to offer an employer Upon completion of Professional You you will have a great resume be prepared to apply for a job and interview with confidence

The Book of U.S. Government Jobs Dennis V. Damp, 2008 Discusses the nature of government jobs civil service hiring procedures types of jobs available examinations the application form working abroad and provisions for people with disabilities

Blackwell's Five-Minute Veterinary Practice Management Consult Lowell Ackerman, 2013-08-29 Blackwell's Five Minute Veterinary Practice Management Consult Second Edition has been extensively updated and expanded with 55 new topics covering subjects such as online technologies hospice care mobile practices compassion fatigue practice profitability and more Carefully formatted using the popular Five Minute Veterinary Consult style the book offers fast access to authoritative information on all aspects of practice management This Second Edition is an essential tool for running a practice increasing revenue and managing staff in today's veterinary practice Addressing topics ranging from client communication and management to legal issues financial management and human resources the book is an invaluable resource for business management advice applicable to veterinary practice Sample forms and further resources are now available on a companion website Veterinarians and practice managers alike will find this book a comprehensive yet user friendly guide for success in today's challenging business environment

The College Student's Resume Guide Kim Marino, 1991 **Transforming Writing Instruction in the Digital Age** Thomas DeVere Wolsey, Dana L. Grisham, 2012-04-26 An innovative practical guide for middle and high school teachers this book is packed with specific ways that technology can help serve the goals of effective writing

instruction It provides ready to implement strategies for teaching students to compose and edit written work electronically conduct Internet inquiry create blogs websites and podcasts and use text messaging and Twitter productively The book is grounded in state of the art research on the writing process and the role of writing in content area learning Teacher friendly features include vivid classroom examples differentiation tips links to online resources and reproducible worksheets and forms The large size format facilitates photocopying

Graduate Programs in Business, Education, Information Studies, Law & Social Work 2014 (Grad 6) Peterson's, 2013-12-20 Peterson's Graduate Programs in Business Education Information Studies Law Social Work 2014 contains comprehensive profiles of more than 11 000 graduate programs in disciplines such as accounting finance business administration management education human resources international business law library information studies marketing social work transportation management and more Up to date info collected through Peterson's Annual Survey of Graduate and Professional Institutions provides valuable data on degree offerings professional accreditation jointly offered degrees part time evening weekend programs postbaccalaureate distance degrees faculty students requirements expenses financial support faculty research and unit head and application contact information There are helpful links to in depth descriptions about a specific graduate program or department faculty members and their research and more Also find valuable articles on financial assistance the graduate admissions process advice for international and minority students and facts about accreditation with a current list of accrediting agencies

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members and their research and more Also find valuable articles on financial assistance the graduate admissions process advice for international and minority students and facts about accreditation with a current list of accrediting agencies

Pulp and Paper Magazine of Canada ,1915 *Communicative English for Nurses_4e - E-Book* Shama Lohumi,Rakesh Lohumi,2025-03-25 Communicative English for Nurses provides a perfect solution to the needs of nursing undergraduates Based on the INC syllabus it is an indispensable resource for B Sc Nursing students Students of M Sc Nursing and those going for NCLEX TOEFL and IELTS will also find it tremendously useful The book has been written keeping in mind the requirements of the modern Indian nurses to converse well in English As they serve in different national and international locations English is their only window to the outside world This book provides comprehensive study material and practice exercises on English language the way it is used in day to day conversations in the hospital environment Comprehensive exhaustive and well structured coverage Lucid presentation with easy language for ease of comprehension Ample number of examples tables and other learning aids All the essential elements of communication in modern day nursing practice like nursing reports records etc discussed analysed and exemplified Examples from real life health care communications provided Exhaustive end of chapter exercises with solutions *The Science Of Finding a Job* Nancy Schreimann,2012-11-06 This book provides step by step hand holding in the job search process from identifying where to apply creating resumes for different positions making and keeping contacts application process interviewing self branding following up and finally how to retain a job once you achieve the offer No-nonsense Resumes Wendy S. Enelow,Arnold G. Boldt,2006-01-01 A no nonsense guide to creating an effective resume covers such topics as preparing a professional resume presentation using attention grabbing keywords and using electronic resume submission tools

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