

John Smith

IT Project Manager

Phone 774-987-4009

LinkedIn [linkedin.com/johnutw](#)

E-mail [j.smith@uptowork.com](#)

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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 | <div><div>Senior Project Manager</div><div>Seton Hospital, ME</div><div><ul style="list-style-type: none">• 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.</div></div> |
| 2004-09 - 2006-12 | <div><div>Junior Project Manager</div><div>Seton Hospital, ME</div><div><ul style="list-style-type: none">• 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.</div></div> |

Education

| | |
|-------------------|---|
| 1996-09 - 2001-05 | <div><div>Master of Computer Science, University of Maryland</div><div><ul style="list-style-type: none">• Graduated Summa Cum Laude.• Andersen Postgraduate Fellowship to study advanced nursing techniques.• Managed a student project to develop a weekly nursing podcast.</div></div> |
|-------------------|---|

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 | <div><div><div>●●●●●●</div><div>Excellent</div></div></div> |
| Microsoft Windows Server | <div><div><div>●●●●●●●</div><div>Very Good</div></div></div> |

Certifications

| | |
|---------|-------------------------------------|
| 2010-05 | PMP - Project Management Institute |
| 2007-11 | CAPM - Project Management Institute |

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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

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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

The Resume and Cover Letter Phrase Book Nancy Schuman,Burton Jay Nadler,2010-10-18 Face it words matter when it comes to getting noticed getting the interview and getting the job In this invaluable guide to crafting the pitch that opens doors staffing experts Schuman and Nadler give you hundreds of tools to make that happen You will no longer struggle to find the phrases that best highlight your achievements instead you ll garner attention with such smart options as I created a program that accomplished the following My work generated 5 million in revenue I built a team of employees who created The work I did saved my company 3 million I solved the following problems for my employer The market s tight but the jobs are out there With these essential words and phrases you can move your application to the top of the pile

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

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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 r sum 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 r sum Knowing how employers choose candidates the author shows how to make a r sum 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 r sum 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

Create Your Ultimate Resume, Portfolio, and Writing Samples Mara W. Cohen Ioannides,1998-03

Demonstrating Student Mastery with Digital Badges and Portfolios David Niguidula,2019-01-14 In Demonstrating Student Mastery with Digital Badges and Portfolios David Niguidula shows how students can meet standards and express their individuality through digital badges and portfolios Building off an essential question What do schools want their students to know and be able to do he then shows how schools can implement a proficiency based approach to student learning that has been successfully field tested in districts across the United States In manageable steps readers are guided through the implementation process Niguidula shows readers how to Connect standards to badges Create portfolio worthy tasks Develop

common rubrics and a common understanding of what work is considered good enough Guide students in curating the elements of their portfolios Promote authentic student reflection on their work Replete with real life examples this book is essential reading for principals who want to take their schools to the next level and for teachers who want a refreshing and sensible approach to assessment *Studying Dance* Karen Schupp,2014-10-27 *Studying Dance A Guide for Campus and Beyond* is a comprehensive bridge for students transitioning into the first year of a college dance program Through this text students will understand dance in new and exciting ways embrace it as an academic discipline navigate and take charge of their dance education and visualize potential careers after graduation *Studying Dance A Guide for Campus and Beyond* opens students eyes to all the artistic cultural and educational aspects of dance By expanding their thinking students will move to a deeper understanding of themselves as dancers and the world around them The author demystifies the entire first year experience while guiding students in the discovery of dance as a multifaceted discipline Students will examine academic expectations time management the importance of staying focused and balancing school and life They will delve into the various areas of dance and a range of careers and paths available to them They will learn the differences in types of college dance courses the approaches used and how to personalize their dance education through individualized instructional opportunities and peer collaboration The text also will prompt students to visualize and plan their dance lives beyond campus so they can set clear goals for studying and succeeding as young professionals *Studying Dance A Guide for Campus and Beyond* contains many student friendly features 15 easy to digest chapters provide the rules of the road that lead to a successful freshman year and future career 49 interviews with current dance students recent graduates and dance professionals encourage students to reflect on and take charge of their learning Web resource with learning activities glossary lists web links and other tools personalize each student s journey through the content With this text teachers can help students expand their thinking about dance in ways that will lead to success on campus and beyond **Pulp and Paper Magazine of Canada ,1915 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

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