

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.
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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

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Craig S. Rice



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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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