

# John Smith

## IT Project Manager

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. Seeking to leverage my IT management abilities in SanCorp.



### Personal Info

#### Address

Portland, ME

#### Phone

774-987-4009

#### E-mail

j.smith@uptowork.com

#### LinkedIn

linkedin.com/johnutw



### Skills

Business Process Improvement

Project Scheduling

Sales Analysis

Strategic Planning

Communication Skills

Team Management

Coding languages (C#, Python)



### Software

Microsoft Project

●●●●●●  
Excellent

Windows Server

●●●●●○  
Very Good

Linux/Unix

●●●●●○  
Very Good

Microsoft Excel

●●●●○○  
Good



### Languages

French

●●●●○○  
Intermediate

Spanish

●○○○○○  
Basic



### Experience

2006-12 -  
present

#### Senior Project Manager

Seton Hospital, ME

- Oversaw all major hospital IT projects for 10+ years.
- Responsible for creating, improving, and developing IT project strategies.
- Implemented the highly successful Lean Training and Six Sigma projects.
- Reduced the costs of IT infrastructure maintenance by 5% in 2015.

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.
- Implemented solutions to increase productivity by 12% in 3 months.
- Maintained the user database of over 30000 patients.

2002-08 -  
2004-09

#### IT Support Officer

Seton Hospital, ME

- Provided support for project managers and hospital staff for 2 years.
- Prepared over 200 infrastructure performance analyses and reports.
- Developed a new tracking dashboard, cutting manual data input by 80%.
- Successfully resolved over 100 issues in regards to IT infrastructure.



### Education

1996-09 -  
2001-05

#### Master of Computer Science, University of Maryland

- Graduated Summa Cum Laude.
- Member of Student Association of Project Management
- Managed a student project to develop a weekly IT News podcast.



### Certifications

2010-05

PMP - Project Management Institute

2007-11

CAPM - Project Management Institute

2003-04

PRINCE2® Foundation



### Interests

Avid cross country skier and cyclist.

Member of the Parent Teacher Association.

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**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

*Searcher*, 2002 *Electronic Resumes & Online Networking* Rebecca Smith, 2000 The ways in which job hunters can market their resumes and advertise their talents have grown immensely with the advent of the Internet This second edition of *Electronic Resumes and Online Networking* shows how to become Internet savvy to gather information find the right job and submit a resume online

**Guide to Internet Job Searching, 2002-2003** Margaret Riley Dikel, Frances E. Roehm, 2002-04-22 The essential guide to finding a job online This definitive guide to harnessing the Internet's powerful research capabilities has been thoroughly updated to include the latest online job searching techniques Using *Guide to Internet Job Searching 2002 2003* absolutely anyone with access to a computer can immediately conduct a timesaving low cost high impact job search Copublished with the Public Library Association the *Guide to Internet Job Searching* offers you expert advice on how to find and use online bulletin boards job listings recruiter information discussion groups and resume posting services Its easy to use format and user friendly tone make this an excellent tool if you are an experienced surfer and Internet newbie Includes Local state by state government and international resource listings and opportunities Online career resources Specific career path information Reviews of some of the more popular job listing and recruiting websites Simply the best thing in print on the subject of using the Internet in your job search amazing and breathtakingly thorough covers all the resources available today Richard N Bolles author of *What Color Is Your Parachute*

**ASDA Handbook**, 1999 *Small Business Sourcebook*, 2007-12 *How Hard are You Knocking?* Timothy Augustine, Rana Curcio, 1996 Through extensive research with corporate executives and interviews with professional recruiters Timothy Augustine has compiled a concise and relevant guide to getting job offers Whatever your trade use this insider's handbook to learn exactly what recruiters are looking for *How Hard Are You Knocking* teaches innovative networking strategies how to prepare knockout resumes and finally how to win the interview and the job

*Small Business Sourcebook* Thomson Gale, 2002-12 A two volume annotated guide to 26 670 listings of live and print sources of information

designed to facilitate the start up development and growth of specific small businesses as well as 26 158 similar listings for general small business topics An additional 11 167 entries are provided on a state by state basis also included are 965 relevant U S federal government agencies and branch offices

### **What Color Is Your Parachute?** Richard N.

Bolles,2022-12-27 The groundbreaking indispensable guide to rewarding work and a fulfilling life more than ten million copies sold For more than fifty years What Color Is Your Parachute has transformed the way people think about job hunting Whether searching for that first position recovering from a layoff or dreaming of a career change What Color Is Your Parachute has shown millions of readers how to network effectively compose impressive resumes and cover letters interview with confidence and negotiate the best possible salary while discovering how to make their livelihood part of authentic living More than a job hunting book Richard N Bolles s timeless wisdom and famed self assessment exercise clarifies seven key dimensions so you can uncover your greatest passions most valued traits and transferable skills to design a life that enables you to flourish With the job market in constant flux people everywhere have found that understanding who they are what they care about where and how they do their best work and the most effective way to express their abilities is the best compass to navigating an ever changing and challenging professional landscape It is also how their work can become part of a life filled with passion and purpose Using the trailblazing advice and enduring guidance of What Color Is Your Parachute job hunters and career changers will have the tools to discover and land the work and life most meaningful to them

### **Professional's Job Finder** Daniel Lauber,1997 Lauber goes beyond all other job resource guides to include not only

Internet and on line job and resume databases but also job hot lines and periodicals but tools for every type of job search

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*College Keyboarding Enhanced* Susie H. VanHuss,Duncan,Forde,Woo,1997

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