

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.



Hawksville, GA, USA
123-456-7890
samuel@emailprovider.com
samclinton@linkdonward

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.

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J Dewey



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Microsoft Word for Windows Heather Milette Duggan, Peter Norton, 1996 Culinary Arts Tracy Brown Hamilton, 2019-07-12 Welcome to the culinary arts field If you're interested in a career in culinary arts you've come to the right book So what exactly do these people do on the job day in and day out What kind of skills and educational background do you need to succeed in these fields How much can you expect to make and what are the pros and cons of these various fields Is this even the right career path for you How do you avoid burnout and deal with stress This book can help you answer these questions and more This book which includes interviews with professionals in the field covers five main areas of this field that have proven to be stable lucrative and growing professions Chefs Pop up and traditional restaurant owners Caterers Media and art related careers Bakers **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 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 **American Bookseller**, 1991 Learn HTML in a Weekend Steven E. Callihan, 1998 The fourth edition of this popular book The third edition ISBN 0761526943 has had a strong history since it was published in October of 2000 This new edition includes information on using graphics tools such as Paint Shop Pro Photoshop Fireworks and Mapedit as well as updated tutorials with new real world examples The most significant updates should be to the tables forms and graphics tutorials All tutorials will be standards based and feature designing valid HTML 4.01 Web pages **PowerPoint 2000 Level 1 Core: A Tutorial to Accompany Peter Norton Introduction to Computers Student Edition** Peter Norton, 1999-11-26 Peter Norton's PowerPoint 2000 Tutorial helps students learn to create process and present information using Microsoft PowerPoint 2000 **Job Hunters' Sourcebook** Amy Darga, 2002 Here is the essential updated resource job seekers need to develop a complete strategy for their job searches Alphabetically arranged by career the Sourcebook lists sources of help wanted ads employer directories employment agencies placement services electronic resources and other information sources for 206 specific careers New profiles on high profile careers such as computer and information systems manager desktop publisher and industrial production manager have been added as well Also included are helpful e-mail and Web site addresses along with new information on governmental agencies and legal topics to further assist users in their searches *Thomson*

Handbook-Instructor Flexfiles David Blakesley, Jeffrey Hoogeveen, 2006-06 **Journal of Career Planning & Employment**, 1990 Web Techniques, 1997 **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

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In a time characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Resume Template This Month Tutorial**," a mesmerizing literary creation penned by way of a celebrated wordsmith, readers set about an enlightening odyssey, unraveling the intricate significance of language and its enduring affect our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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