

# 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/johnutsr

### 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.

# Resume Template Guide Returns

**Camilla Rothe**



## **Resume Template Guide Returns:**

*A Practical Guide to Therapeutic Communication for Health Professionals - E Book* Julie Hosley, Elizabeth Molle-Matthews, 2006-01-20 This new textbook is designed to provide students with all the necessary tools to effectively communicate with patients and other health care professionals With its easy to read style it is loaded with useful tips to help students engage into the practice of communication It presents condensed amounts of content for learning the basic principles and then integrating elements such as case scenarios questions or hints and tips to encourage application of those principles into real life situations Easy to read style provides practical information hints and tips Test Your Communication IQ boxes provide students with a short self assessment test at the beginning of each chapter Spotlight on Future Success boxes provide students with useful practical tips for improving communication Taking the Chapter to Work boxes integrated within each chapter are actual case examples with useful tips to guide students to practice and apply what they have learned Beyond the Classroom Activities exercises at the end of each chapter help students use knowledge learned from topics presented in the chapter Check Your Comprehension exercises at the end of each chapter provide questions and activities to test student knowledge of chapter content Communication Surfer Exercises focus on helping students utilize Internet resources to improve their knowledge and application of communication skills Expanding Critical Thinking at the end of each chapter provides students with additional questions or activities designed to apply critical thinking skills Legal Eagle boxes provide useful tips that focus on honesty as well as ethical and legal communication between patients and health care workers Unique interactive CD ROM packaged with the textbook includes a variety of application exercises such as voice mail messages patient caregiver interviews chapter key points and patient charts Audio segments on the CD ROM provide communication in action to help students observe verbal communication examples and apply their skills

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podcasting music production and animation Chapter 5 Real Estate Home Services Dive into real estate investments home staging property management and rental business opportunities Chapter 6 Event Hospitality Businesses Turn passion into profit by planning weddings catering events or launching a food truck business Chapter 7 Tech Startup Ventures Learn about high growth opportunities like SaaS startups mobile apps cybersecurity and AI based services Chapter 8 Side Hustles Gig Economy Discover part time and flexible business ideas including rideshare driving online tutoring and flipping thrift finds Chapter 9 Personal Development Education Businesses Create impact through tutoring coaching and skill based training in various fields Chapter 10 Manufacturing Industrial Businesses Build a product based business in custom manufacturing woodworking jewelry making and sustainable goods Chapter 11 Health Wellness Medical Businesses Explore fitness coaching alternative medicine mental health services and holistic wellness businesses Chapter 12 Holiday Seasonal Businesses Capitalize on seasonal trends with Christmas light installations holiday decor and pop up shops Why This Guide is Essential to Your Entrepreneurial Journey 365 Business Ideas With 365 unique ideas you ll never run out of inspiration for your next venture Opportunities for Every Skill Set From local services to digital and tech startups there s something for every entrepreneur Real World Potential Each idea is practical scalable and designed to generate real income Actionable Insights Resources This guide goes beyond ideas it offers execution strategies industry trends and how to turn inspiration into action Start Your Entrepreneurial Journey Today Whether you re starting a small business seeking a profitable side hustle or exploring new industries HowExpert Guide to 365 Business Ideas is your go to resource This book is designed to inspire educate and empower you to take control of your financial future Now is the perfect time to take the first step toward business success Get your copy today and start building your dream business one idea at a time HowExpert publishes quick how to guides on all topics from A to Z

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**Worldwide Ship and Boat Repair Facilities** James Laurence Pelletier,1997 **The Ex-offender's Job Hunting Guide** Ronald L. Krannich,2005 While many employers may not want to hire someone with a criminal record others are willing to give ex offenders a second chance and help them get back on their feet and move ahead with their lives Indeed we live in a society that both admires and supports people who can pick themselves up change their lives and go on to achieve their dreams But what should ex offenders do in order to land a good job Where should they go to find a job they do well and enjoy doing Here s the book that provides important answers to many re entry questions facing ex offenders Beginning with an examination of 20 myths realities and 22 principles for success two of America s leading employment experts reveal 10 steps to job and career success Examine and change your attitudes Conduct research on jobs and communities Seek assistance and become proactive Write effective resumes and letters Select appropriate job search approaches Network for information advice and referrals Assess your skills and identify your MAS Develop winning job interview skills State a powerful objective Negotiate salary and benefits like a professional A final chapter goes one step further in examining what to do once you ve landed the job how to survive and prosper on the job as well as advance your career Rich in insights and filled with practical examples exercises and resources here s the book that can make a big difference in the lives of ex offenders Follow each step and you ll begin meeting employers who will want to hire you because of your unique talents and your new attitudes and motivations You will find a job that you both do well and enjoy doing

**"Shallow-draft Vessel Owners Foreign"** James Laurence Pelletier,1996 **Worldwide Cruise Ships, and Inland and Coastal Waterways Entertainment Vessels Directory** James Laurence Pelletier,1999 **Job Hunter's Sourcebook** Michelle LeCompte,1992-12 **Journal of Career Planning & Employment** ,1992 **Artist's Market, 1983** Sally Ann Davis,1982-10 **Artist's Market** ,1994 **Artist's Market, 1994** Jenny Pfalzgraf,1993-09 Graphic and fine artists looking for new marketing opportunities will find 2 500 buyers of all types of art in this series Articles illuminate the skills and marketing tactics necessary to be a successful graphic or fine artist

**Chronicle Financial Aid Guide** ,2001 Scholarships and loans for high school students college undergraduates graduates and adult learners **Medicare and Medicaid Guide** ,1969 **A Beginner's Guide to VAX/VMS Utilities and Applications** Ronald M. Sawey,Troy T. Stokes,1992 The popular guide to VAX VMS utilities and applications No matter what components you re using the new edition of this popular resource will help you learn to perform simple and useful tasks on the VAX VMS system with confidence The book offers a hands on introduction to the EDT and EVE screen editor programs

the DECspell spelling checker WPS PLUS phone and mail utilities VAX Notes the DATATRIEVE database management program the DECalc electronic spreadsheet the BITNET network and more Included are a wealth of lively examples exercises and illustrations plus quick reference charts summarizing commands and operations at the end of each chapter Nine useful appendixes include additional detailed material

**Strategies for Business and Technical Writing** Kevin J. Harty, 1985

**Software Reviews on File** ,1995

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- Chapter 2: Essential Elements of Resume Template Guide Returns
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