

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.



Hawthorne, 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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Marcel A. Müller



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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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