

# 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. Striving to leverage my 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.
  - Cut costs by 32% in less than six months.
  - Reduced the costs of IT maintenance in 2015 by successfully rebuilding the server infrastructure resulting in over \$50'000 of annual savings.

- 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.
  - Successfully migrated two servers to new data architecture.
  - Maintained the user database of over 30000 patients.
  - Managed project for lean training for all IT Support Officers.

- 2002-08 - 2004-09**      **IT Support Officer**  
*Seton Hospital, ME*
- Provided support for project managers and hospital staff for 2 years.
  - Prepared over 100 infrastructure performance analyses and reports.
  - Implemented a new tracking dashboard, cutting manual data input by 80%.
  - Successfully resolved over 200 issues in regards to IT infrastructure.

### Education

- 1999-09 - 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.

- 1996-09 - 1999-06**      **Bachelor of Computer Science, University of Maryland**
- Graduated Summa Cum Laude.
  - Member of Student Association of Computer Science.
  - Managed a student project to organize a conference for 50+ professionals.

### Certifications

- 2010-05**      PMP - Project Management Institute
- 2007-11**      CAPM - Project Management Institute
- 2003-04**      PRINCE2® Foundation

### Personal Info

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774-987-4009

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j.smith@uptowork.com

**LinkedIn**  
linkedin.com/johnutw

### Skills

Business Process Improvement  
Vendor Management  
Sales Analysis  
Strategic Planning  
Communication Skills

### Software

Microsoft Project  Excellent

MS Windows Server  Very Good

Linux/Unix  Very Good

Microsoft Excel  Good

### Languages

French  Intermediate

Spanish  Basic

# Resume Template Near Me Setup

**Albert A Gayle**



## **Resume Template Near Me Setup:**

**EResumes** Susan Britton Whitcomb, Pat Kendall, 2001 An A to Z guide for job seeking online in the 21st century this book tells how to construct post attach and send the perfect resume to ace the job **Creative Job Search**, 2005 *Annotated Instructor's Edition with 3.5 IBM Disk to Accompany Excel 97* Carole Tobias, 1997-07-02 The Annotated Instructor's Edition provides the point of instruction assistance you need to enrich your teaching with relevance and effectiveness It's designed to help you meet the diverse needs and learning styles of your students *Prof App Word C&E Aie W/C* Deborah A. Hinkle, 2002-05 Webmaster Career Starter Joan Vaughn, 1999 Webmaster It's as exciting a career as it sounds And at this point in time it has just about everything going for it Soaring salaries Flexible hours Your choice of locations Work that's out there on the cutting edge of information technology And for the future Opportunities unlimited *Easy Netscape Communicator 4* Jim Minatel, 1996-12 Illustrated in colour throughout this step by step guide uses a proven approach to learning the basics Just follow the simple directions watch the task unfold on sample screens and then do it for yourself *The Think Tank Book* Jonathan Kamin, 1984 **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 Electrical World, 1921 DDC Learning Microsoft Word 2002 Suzanne Weixel, DDC Publishing, 2002-12 A DDC Title Designed for students at a variety of skill levels each manual in the DDC Publishing series provides students with a total immersion hands on tutorial that walks them step by step mouse click by mouse click keystroke by keystroke through basic and intermediate and often advanced features of an applications program Each well illustrated spiral bound manual contains easy to read appealingly formatted procedural explanations and step by step exercises in either a multi part Lesson format or a Notes Exercise format How to Find a Teaching Job Genny Cramer, Beth Hurst, 1999-06 This brief booklet is designed for future teachers who are beginning the process of seeking employment in the education field It details how to successfully find a teaching job covering everything from networking during student teaching to developing a portfolio while also focusing on interviewing and negotiating As a part of the Student Enrichment Series this guide can be packaged for free with a core Education text with each additional SES guide added at a cost of 2 net to the bookstore and can also be purchased individually Please contact your local Merrill Education Prentice Hall Representative for a special package ISBN before placing your order with your bookstore *PowerPoint 7.0 for Windows* Margaret Marple, Sharon Anne Fisher-Larson, 1999-12 PowerPoint 7 for Windows 95 equips students with the skills they need for success using Microsoft PowerPoint in today's hottest computer operating environment An extensive array of exercises teaches and challenges students while illustrations of screens and the accompanying icons help them to follow instructions for hands on practice

Students gain real world experience by performing many of the same tasks required in business settings A comprehensive instructional package allows instructors to tailor the program to teaching styles lab needs student objectives and student learning styles

**Editor & Publisher** ,1923 **Electrical Installation Record** ,1922 Biology and configuration of plants Anton Kerner von Marilaun,1902 **Woody Leonhard Teaches Microsoft Office 97** Woody Leonhard,1998 Office guru and expert author Woody Leonhard teaches the average users what they need to know about Office The author writes a 50 000 subscriber newsletter and is an editor with frequent columns in both PC Computing and Office Computing *The Intelligence* ,1898 **Building Microsoft Access Applications** John L. Viescas,2005 Get fully functional database samples and table designs for four of the most common Microsoft Access database types and use them as templates to create your own Access solutions Database expert and Microsoft MVP John L Viescas provides the detailed guidance you need to customize your own solutions from these application types Membership Tracking Inventory Management Customer Support Reservations Management For each type you ll walk through typical usage scenarios design considerations and common pitfalls You ll examine the logic behind each application s table design and learn how to adapt it for your own Access solution Get expert insights and examples to help you Learn specific design techniques to improve your table structures Build forms with an attractive intuitive and easy to use interface Create queries forms and reports specific to each application type Design for client server from the start and share data more efficiently Apply best practices to help your application run more smoothly Avoid the 10 most common design problems and deliver more robust solutions Note This book covers Microsoft Office Access 2003 Access 2002 and Access 2000 CD includes database samples and a fully searchable eBook Use the sample databases on CD to model your own solutions for Membership Tracking Enter track and manage member information and communications Inventory Management Track and manage stock and create purchase orders invoices and packing lists Customer Support Track contacts enter customer details identify follow up items and create reminders Reservations Management Manage course registrations car rentals room reservations and more For customers who purchase an ebook version of this title instructions for downloading the CD files can be found in the ebook **English Mechanics** ,1930 *Clay Record* ,1907

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## **Table of Contents Resume Template Near Me Setup**

1. Understanding the eBook Resume Template Near Me Setup
  - The Rise of Digital Reading Resume Template Near Me Setup
  - Advantages of eBooks Over Traditional Books
2. Identifying Resume Template Near Me Setup
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Resume Template Near Me Setup
  - User-Friendly Interface
4. Exploring eBook Recommendations from Resume Template Near Me Setup
  - Personalized Recommendations
  - Resume Template Near Me Setup User Reviews and Ratings
  - Resume Template Near Me Setup and Bestseller Lists
5. Accessing Resume Template Near Me Setup Free and Paid eBooks
  - Resume Template Near Me Setup Public Domain eBooks
  - Resume Template Near Me Setup eBook Subscription Services
  - Resume Template Near Me Setup Budget-Friendly Options
6. Navigating Resume Template Near Me Setup eBook Formats
  - ePub, PDF, MOBI, and More
  - Resume Template Near Me Setup Compatibility with Devices
  - Resume Template Near Me Setup Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Resume Template Near Me Setup
  - Highlighting and Note-Taking Resume Template Near Me Setup
  - Interactive Elements Resume Template Near Me Setup
8. Staying Engaged with Resume Template Near Me Setup

- Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Resume Template Near Me Setup
9. Balancing eBooks and Physical Books Resume Template Near Me Setup
- Benefits of a Digital Library
  - Creating a Diverse Reading Collection Resume Template Near Me Setup
10. Overcoming Reading Challenges
- Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Resume Template Near Me Setup
- Setting Reading Goals Resume Template Near Me Setup
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Resume Template Near Me Setup
- Fact-Checking eBook Content of Resume Template Near Me Setup
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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