

# 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/johnruter



### Skills

Business Process Improvement

Project Scheduling

Sales Analysis

Strategic Planning

Communication Skills

Team Management

Coding languages (C#, Python)



### Software

Microsoft Project



Windows Server



Linux/Unix



Microsoft Excel



### Languages

French



Spanish



### 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 Role of Libraries in Promoting Lifelong Learning* Dr. Preeti Rani Mishra, 2025-07-05

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**Guide to America's Federal Jobs**, 2001

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stunningly ineffective What can you do to make sure your resumes survive the elimination process How do you find the information that search engines like Google can't How can you tell the difference between a genuinely helpful job board and a website designed only to collect resumes When are hobby forums more helpful than business networking sites When is the Internet not helpful when job hunting What is the fatal flaw of all social networking sites The Guide to Job Hunting Online 6th Edition not only answers these questions and many more but shows you how to comprehensively and effectively use the Internet for all aspects of your job hunt This companion to What Color Is Your Parachute the best selling job hunting book in the world has been completely rewritten for our changing times and includes hundreds of updated website recommendations and descriptions The Guide to Job Hunting Online shows you how to quickly find the data that will be most helpful to you how to identify and research the places where you will most enjoy working how to leverage the power of social networking sites and how to use your Internet time most effectively avoiding the common pitfalls and setting you up for success

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