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John Smith

IT Project Manager

Phone 774-987-4009

LinkedIn [linkedin.com/johnutw](https://www.linkedin.com/company/johnutw)

E-mail j.smith@uptowork.com

Twitter [@johnsmithutw](https://twitter.com/johnsmithutw)

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 skills at SanCorp Inc.

Experience

2006-12 - 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 for all employees. Cut costs by 32%.

2004-09 - Junior Project Manager

- Seton Hospital, ME
- Streamlined IT logistics and administration operation cutting costs by 25%.
 - Diagnosed problems with hardware and operating systems and implemented solutions to increase efficiency.
 - Maintained the user database of over 30000 patients, implemented new solutions inside the dashboard.

Education

1996-09 - BS/MS in Computer Science, University of Maryland

- 2001-05
- Graduated Summa Cum Laude.
 - Member of Student Association of Project Management
 - Managed a student project to develop a weekly IT News podcast.

Skills

Vendor Management - proven track record of managing vendors in projects with budgets of over \$1'000'000.

Project Scheduling - over 90% of projects led were finished in due time.

Sales Analysis - background in IT Sales with deep understanding of negotiating contracts.

Software



Certifications

2015-05 PMP - Project Management Institute

2014-04 PRINCE2® Foundation



PEARL E. SCHELLE

CONTACT

- 16 Eleanor street, Orlando, Florida
- 81002145678
- pearle@email.com

TECHNICAL SKILLS

- Hardware troubleshooting
- Network troubleshooting
- Microsoft Office
- Adobe Creative Suite

HOBBIES

- Singing
- Dancing
- Artis
- Reading
- Painting

LANGUAGES

- English
- Spanish
- French
- German
- Russian

CAREER OBJECTIVE

As a fresh graduate from [NAME OF EDUCATIONAL INSTITUTION], I am looking for a job within the [SPECIFY INDUSTRY] industry that will enable me to creatively showcase talents all the while challenging me to adapt new skills and processes needed to advance within my chosen career path.

EDUCATIONAL BACKGROUND

2016 - 2018 Masters of Science University of California Berkeley, California 8100 2345 8947	2012 - 2016 Bachelor of Science University of California Berkeley, California 8100 2345 8947
2008 - 2012 High School Clem High School Clemmen Street, New York	2003 - 2008 Elementary School Saint Ann's School Clemmen Street, New York

PERSONAL SKILLS

Excellent written and verbal communication skills
Highly Organised and efficient Ability to work independently or as part of team Proven leadership skills and ability to motivate Ability to produce best result in pressure situation. Eager to learn new things.

ACHIEVEMENTS

- President, Association of Computer Students - 2017
- Lay-out artist, The Guardian Student Magazine - 2013

000 123 456 789

HamiltonA@gmail.com

45 Winfield Dr.
Charleston, SC, 29014

EDUCATION

B.A. PERFORMANCE
Peabody Institute,
Baltimore, MD
2013

B.A. MUSIC
American University,
Washington, D.C.
2012

KEY SKILLS

Motivation / Determination

Vocal Expertise

Stamina / Dedication

Creativity

Guitar Expertise

Team Leadership

AWARDS

WINNER, American University
Competition, European
2013

Concertmaster, American
University Symphony
Orchestra / 2014

WINNER, South Carolina
Federation of Music Clubs
Regional Music Festival / 2013

MUSICIAN RESUME SAMPLE

from Resume Genius

RELEVANT EMPLOYMENT HISTORY

- 2018-** Schenectady Symphony Orchestra (third chair, first violin section)
- 2018-** Glens Falls Symphony Orchestra (frequent sub)
- 2017-** Catskill Symphony Orchestra, Oneonta, NY (frequent sub)
- 2017-** Utica Symphony Orchestra, Utica, NY (first violin section; orchestra is currently without contract)
- 2015-17** Frequent freelance work in:
- New York Capital Region for Cohoes Music Hall
 - Hubbard Hall Opera Theater
 - Kensler Music (recordings)
 - Catskill Choral Society
 - Battenkill Choir
 - Willow String Quartet
 - Burnt Hills Oratorio
 - Octavo Singers
 - Lark Strings
 - Touch of Woodwinds
 - Area college orchestras (particularly a regular per-semester engagement with Skidmore College)
- 2014-15** Celebrated String Quartet, Washington, DC (frequent sub)
- 2014-15** CHANDOS Orchestra, Washington Metro (regular)
- 2014** Virginia Chamber Orchestra, Northern Virginia (regular)
- 2013-14** Alexandria Symphony Orchestra, Alexandria, VA (regular)
- 2013** Tour with Howard University's top show team (Kappa Alpha Psi Fraternity, Inc.)
- 2012** Recording:
- "Orfeo's Vigil" soundtrack for DC Independent Film Festival (Director: Juan Bagan)

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YOUR NAME

20 FIRST STREET, CALLETON, TEXAS
PHONE: (409) 555-5555 • EMAIL: RESUME@GMAIL.COM

OBJECTIVE

[Type Objective Here]

EDUCATION

2008 - 2009 [School/Organization Name] [City, Province]
 [Diploma/Certificate/Degree Major]
 • [Details of education completed.]

2006 - 2008 [School/Organization Name] [City, Province]
 [Diploma/Certificate/Degree Major]
 • [Details of education completed.]

WORK EXPERIENCE

2006 - 2008 [Company/Organization Name] [City, Province]
 [Job Title]
 • [Details of position.]

2006 - 2008 [Company/Organization Name] [City, Province]
 [Job Title]
 • [Details of position.]

2006 - 2008 [Company/Organization Name] [City, Province]
 [Job Title]
 • [Details of position.]

SKILLS

[Check here and enter information.]

REFERENCES

References and letters of recommendation available on request.

Spend more time than you originally expected to create a professional CV. Each element of your CV needs to be worked out so that you can be remembered by your employer. As a result, your document can be distinguished from other applications, and this may be an opportunity to move to the next stage of recruitment. How to start writing a CV (or a curriculum)? Read the work offer carefully! In each official recruitment process, or at least the vast majority, the candidate is obliged to send a CV. Based on the information contained in it, the HR employer or expert verifies whether the candidate meets the specified requirements, and if so, the person is invited to an interview. After this phase of the recruitment process, a decision is made to recruit the candidate. Sectors and jobs are different and therefore the requirements for candidates vary. Why do I mention this and why are you so important? I wanted to remind you that there is no model in the process, no universal document, no projected and adapted CV model for all work. The CV is the answer to an specific work offer. Remember to adjust your CV for the choice of work chosen. How to do this? Compare the necessary competences with your skills. If the requirements and their competences coincide, that means just one thing, you are the right person for work. Use similar vocabulary, work offer phrases when writing your CV, he will do you well understood and appreciated as your perfect candidate. Your CV must be consistent. Your experience, skills and interests must be compatible with each other. What else can you do? Even if there is no direct request in the work offer, consider writing a letter of presentation. Attach a letter of presentation to your CV model (we have models ready for use, examples of writing sample) and send it to the employer. Remember that those listed in the ad are the most important for the employer, pay attention to those who are at the top of the list of requirements (usually these requirements are the most important). Use a list of points to present your skills. Always post information in reverse chronological order, that is, add the last experience at the top of the section (as in our CV sample templates, which you can download from the site for free). Write briefly and about yourself (you will tell more about yourself during the interview), make your CV powerful and short. You have a hobby that interacts with the work, great, write about your interests in your CV. The hobby works well for candidates with little professional experience. Remember, do not add any interests to your CV that may lead to embarrassing questions. Avoid creating large text blocks, make the space between sections to make your document more transparent and readable. Before sending your CV to your employer, save your document in PDF format (you have this option in Microsoft Word or use the free online CV wizard). The PDF format ensures that the recipient receives the document exactly as you saved it. Improve your chances of finding a job, prepare a CV that is distinguished from other documents. Remember that a good CV format is not all, the most important thing is CV content. I'll use a metaphor here. The content, not the cover, decides if a book is good, while a good cover can make you want to catch a book in a bookstore. DOCX/WORD format traditional monocolumn document. A simple and clear combination of a page. Really, laonissiforp laonissiforp mu [Ah, otatnoe ed sehlatet e otuf a section. From this section the employer should start reading the candidate's CV. The next sections are skills, work experience and education. Modern two-column template. Photograph, personal and contact details of the candidate are on the left side of the document. The colours used are grey and white. Fonts used, headlines: Arial Black, other content: Calibri, Elegant, stylish two-column professional rA@AsumA@a template with navy blue and gold accents. You can easily replace the colours used with others. Are you applying for an office job? Are you a salesman, a manager? This is the perfect CV template for you. The versatility of the template allows to use it for many different positions. A creative and elegant 2-column document with graphic elements. Are you applying for a job position where creativity, inventiveness, conceptuality is valued? Are you a graphic designer, designer, marketing specialist? This is a good choice for you. Remember the appropriate name of the file/document, use your first and last name (separated by dashes or underlining sign) e.g. Donald_Smith.pdf Should the graphic form be used in the CV / Resume to present information about the candidate? Did you know that the graphic presentation reaches the reader much faster and more precisely than the text. 1/10 of a second - that's exactly what the reader needs to understand the graphic message (it's much faster if we use the text). The right colours can raise the reader's interest in this part of the application even by 80 percent. The graphic form of presentation of skills will work well for creative positions such as IT graphics, or in the IT sector such as the position of a developer. Professional job-winning MS Word CV templates that successfully showcase your skills, work history and full-potential for the job. Download any of the eye-catching Word CV templates to use them right away, opening them with Microsoft Word. These templates have been by active HR professionals whose work is helping companies find the best talents and candidates land their dream jobs. Your greatest advice is clear: be concise and adapt your CV with every position as much as you can. Try to maintain it under a padign and if you have more relevant experience, make it available online and link to it from your PDF CV. Never turn on a CV in a Microsoft Word format (this includes .docx, .doc, .docx, .dot, .dotx and .odt) unless you are explicitly requested in the application, if contrary, remember to always save it as a PDF. Here we attach some help on how to save a PDF from a Word file. All free CV -model Word files in this board is in English and can be easily adapted to use in the United Kingdom, the US, Australia or wherever you need it. MS Word Free Word CV Model Ideal Model for Employment Caters with a long professional career. It uses the entire space displayed in each page. MS Model Word Simple, clean word model with a colorful head and one of the containing column that becomes two at the bottom 1/3 of the padga. MS Word Model Simple still very clean MS Word CV Model, with the main column containing a color of color, the professional summary, as well as the work experience. Model MS Word inspired by Europass CV format, perfect for candidates who need space for a long work experience. MSO Word CV model of chronological with a modern format combining the main column reserved for the professional profile and work experience. MS Word Microsoft Word CV Template model allowing candidates to successfully fill a two -column CV without having a long career yet. Combined CV model MS Word Model, for a fancil fill with MW, a lot of space for many sections and a creative design. From the MS Word Current Perfect for those who need a creative Word CV -Column format, this word document is ideal. It is the most downloaded CV model of our site. 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