

SAMPLE RESUME

888 Bardu Avenue, Springfield, Virginia 22152

888.888.8888 sampleresume@yahoo.com

IT PROJECT MANAGER / COORDINATOR

Location of Interest: Springfield/DC area

Results-driven leader with information systems installation and integration experience. Work closely with stake holders during the design, development, and training stages. Skilled in full-cycle project planning and implementation. Skilled in applications analysis and back-office operations. Demonstrated business acumen and ability to meet deadline commitments. Energetic and decisive business leader able to merge disparate personnel into team-centered project teams. Demonstrated team-building, relationship-building, and communications skills.

Microsoft Windows ■ MAC ■ UNIX ■ LAN / WAN ■ Internet environments

CORE COMPETENCIES

- Strategic Planning
- Interdepartmental Coordination
- Management & Administration
- Negotiation
- Project Lead & Implementation
- Effective Problem Solver
- Efficient Mediator
- Client Relations

QUALIFICATIONS SUMMARY

- Well-experienced in providing quality service and support to clients, coupled with diversified proactive experience in desktop hardware, software, network design and implementation, large project management, support and training.
- Establishes effective and profitable initiatives and plans.
- Outstanding and proven ability to drive projects and motivate people.
- Able to visualize cost effect and creative solutions to business challenges.
- Adept in identifying client's needs to tailor applicable technology to meet customer's objectives.
- Ability to communicate with all levels of professionals within a culturally diverse company. Bridges technical and non-technical staff.

SELECTED ACCOMPLISHMENTS

- Successfully planned and deployed a new network and telephone infrastructure at Pharsight and Rapid5 Networks, allowed connectivity between multiple sites and reduced operating costs by over 35%.
- Trimmed down network installation time for the INTEROPnet by 60% while reducing installation costs by 40%.
- Introduced a new divisional support group at Applied Materials, which reduced response times to less than 2 hours for 12,000 users in 2 states thus reducing the previous operating costs by 45% while increasing customer satisfaction and user productivity.

PROFESSIONAL EXPERIENCE

SEMI-RETIRED – SMALL BUSINESS OWNER

2001-PRESENT

- Operated a small business while overseeing the care of my grandmother.

RAPID5 NETWORKS, INC. (COMPANY CLOSED) ■ SAN JOSE, CA

IT MANAGER

2000-2001

- Designed, developed and employed a new LAN\WAN and support infrastructure to support engineering, software development and sales.
- Created and implemented a new Recruited additional staff to support growth,
- Handled negotiations and vendor contracts, which minimized operating cost and increased functionality.

PHARSIGHT CORPORATION ■ PALO ALTO, CA

IT MANAGER

1998-2000

- Established a new IT Department to support the expansion of a global software and consulting startup with offices in three states.
- Designed and deployed a new LAN/WAN based voice and data infrastructure, SQL based accounting system and co-location facilities.
- Negotiated with vendors to reduce operating costs and increase functionality.

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CNET TECHNOLOGY, INC. (CONTRACT) ■ MILPITAS, CA

TECHNICAL OPERATIONS CONSULTANT

1997-1998

- Restructured the technical features of the CNet US sales operation.
- Outlined and executed IS requirements, technical marketing, technical training, OEM product management, and customer presentations.

APPLIED MATERIALS CVD GROUP OPERATIONS ■ SAN JOSE, CA

DIVISION IS SERVICES MANAGER

1995-1997

- Built a new divisional desktop support team for the CVD products group at Applied Materials.
- Performed Help Desk duties, desktop services, LAN administration, division intranet site, and new workstation procurement.
- Recruited contract and temporary staff, and key full time employees with 3 managers and 40 technicians.

INDEPENDENT CONSULTANT

1994-1995

- Conferred with medium and large companies regarding new/existing computer and LAN/WAN configurations, installation, and maintenance.
- Completed various projects for various clients concerning various Novell and TCP/IP networks, as well as new cableplant implementations
- Created and incorporated a transportable network, remote services, and donated technical services to local schools.

ZIFF-DAVIS EXPOSITIONS AND CONFERENCES (INTEROP COMPANY) ■ PALO ALTO, CA

TECHNICAL COORDINATOR

1993-1994

- Designed and launched the multiple copper and fiber cable plant for NetWorld+Interop shows worldwide.
- Handled budgets, interfaced with vendors for component construction, and directed over 100 union electricians and volunteers for the network installation of various shows.

EDUCATION

PMP Certification Program ■ George Mason University, Springfield, VA
Business Mgmt ■ University of Maryland (European Div)
Math and Science ■ Embry-Riddle Aeronautical University (European Div)
Business Law and Contract Law ■ DeAnza College, Cupertino, CA

TRAINING

MS Project 2003 Training
Lean Six Sigma
Network and operating system training for Ungermann-Bass, MS and Novell Networks
Accounting for Managers ■ Ungermann-Bass
Leadership and Maintenance Management ■ US Army

AFFILIATIONS

Member, Project Management Institute