NAME
TITLE
000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Senior IT Project Manager - Company / Location
MONTH YEAR - Present
- **Job Description:** Timing, planning, launching, overseeing hundreds of projects, managing customer relationships, organizing project databases, and scheduling.
- **Results**: Managed budgets up to $9 million and led cross-funding efforts, minimized b budgets by 12% on average, managed a team of 12 project managers, and improved efficiency by 32%.
- **Additional Competencies:** Led and developed team coalitions and committees, oversaw hundreds of projects and led an industry-wide effort to democratize IT/software fluency.
- **Other:** Provided translation services for the company, worked cross-departmentally on HR initiatives and media/IT fluency for employees.

IT/Data Consultant- Company / Location
MONTH YEAR – MONTH YEAR
- **Job Description:** Consulted large firms on data transcription, storage, management, and migration. Consulted on IT budget management and completion of software systems.
- **Results:** Improved data accuracy by 30%, maximized efficiency of data migration, and consulted on over 500 projects.
- **Additional Competencies:** Managed budgets up to $9 million and led cross-funding a
- **Other:** Taught media and software fluency workshops and assisted in workshops on specific programming languages.

Project Experience
- **Database Development:** Led teams in developing and launching relational client-business databases. Worked for high-profile clients, including Nestle, Coca-Cola, and more.
- **System Integrations and Migrations:** Led large-scale migrations to new platforms for business-wide systems, trained employees across various methods, and led data migrations for large companies.
- **Customizable Software Development:** Created customizable software packages for senior-level CEOs and executives.

Education

Masters of Science in Information Technology - MIT
MONTH YEAR
- GPA 3.67
- completed a thesis project on budgeting in IT departments.

Bachelor of Arts in Business & Communications - Brown University

- GPA: 3.78
- completed a capstone project on cross-departmental organizational efforts.

May 2009

Bachelor of Arts in Business - Long Island Community College
May 2009
- GPA:4.0

Skills

Expertise
- Costing & Budgeting
- Business & IT Planning
- Organization
- Supervision and Management
- Scaling and growing teams and businesses

Licenses & Accreditations

Licenses Licenses & Accreditations
- Certified Ethical Hacker
- BVOP Certified Project Manager
- Certified Information Technology Professional