NAME

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

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Experience	**Senior IT Consultant** - Company / Location

MONTH YEAR - Present
- Job Description: Consult on all matters of IT within the company, including but not limited to providing security advice, IT hiring advice, and more.
- Results: Assisted in developing a secure and highly effective IT team by providing consulting services and building a team of knowledgeable IT employees.
- Additional Competencies: Implemented problem-solving skills when IT issues arose and taught IT employees how to better handle IT issues as they arise.
- Other: Instruct IT training to new hires and employees who need further education on new IT practices.

Human Resources (HR) Consultant - Company / Location
MONTH YEAR – MONTH YEAR
- Job Description: Consult on all things HR, including best hiring practices, drug screenings, employee recommendations, and following up on all qualified applicant resumes.
- Results: Assisted in creating a fool-proof hiring plan and methods to handle various issues that arise in a company that HR is required to handle.
- Additional Competencies: Develop company training sessions that HR can run, like sexual harassment seminars.
- Other: Provide ongoing HR support for various issues.

Project Experience
- Consulted on Hiring Practices for a New Firm: Provided insights, analytics, and advice for a new company to use when hiring employees to work for them. Succeeded in getting several interviews and assisting with quality hires.

Education

Master's Degree in IT Management - University of Delhi
MONTH YEAR
- GPA: 3.9
- AWARD
- AWARD

Bachelor's Degree in Business Administration - University of Delhi
May 2009
- GPA: 4.0

Skills

Expertise
- Interpersonal skills
- Great attention to detail
- Leadership skills
- Strategic thinking and problem-solving
- Analytic skills
- IT skills
- Customer service skills

Licenses & Accreditations

Licenses Licenses & Accreditations
- Certified Management Consultant (CMC)