Jack Dawson

157 Oceanside Road| St. Paul, MN 91202 | 213.345.5674  
Jack@email.com  
  
PROJECT MANAGER: Specializing in Enterprise IT Implementations

**Education & Credentials**

**PROJECT MANAGEMENT INSTITUTE**  
*Project Management Professional (PMP), 2009*

**SUNY, Potsdam**  
*Bachelor of Science in Computer Information Systems, 2007*

* Honors: J. Walters Academic Scholarship, Dean’s List (2003 to 2005)
* Internship: Network Administration Intern at 1-2-3 Company (2006)

**Professional Experience**

**P.L Projects and Planning**  
*Provide project lifecycle leadership over all phases of enterprisewide IT implementations within a multistate, 6,500-user organization.*

***Project Coordinator, Technology Implementation Group***, 2009 to Present  
***Assistant Project Coordinator***, 2008 to 2009

* Promoted to project manager role to plan, schedule and execute all stages of enterprise software, hardware and system implementations. Assessed business implications for each project phase and monitored progress to meet deadlines, standards and cost targets.
* Drove impressive improvements across the business as a result of IT implementations. Equipped ABC with solutions that accelerated the bidding process on architectural projects by 45%, shortened the sales cycle by 50%, increased cash collections by 35% and saved $1.2M annually.

**Oceanside Projects**  
***Network Administrator***, 2007 to 2008

* Developed strong technical foundation as a network administrator within a 2,500-user, mixed-platform environment.
* Optimized network uptime to 99.9%, led a major network upgrade, and improved systems security and reliability.