

# IT CONSULTANT

JACK SOCK

📍 City, State

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✉ email@email.com

## SKILLS

- Delegation
- Active Listening
- Problem Solving
- Decision Making
- Systems Analysis
- Business Analysis
- Negotiation Skills
- Presentation skills
- Time Management
- Software Life Cycle
- Process Improvement
- Vendor Management
- Effective writing skills
- Business Intelligence
- Enterprise Knowledge
- Planning & Management
- Microsoft, Oracle, SAP, etc
- Cross-platform Knowledge
- Able to give system analysis and enhance it
- Worked on any platforms browsers
- Enhanced any workflow or process with automation
- Relationships, selection, oversight, and administration of vendors
- Able to convert any business into intelligence automated application
- Ability to plan and manage any project with limited time and resource
- Listen to my staff, management, vendors, and internal business partners
- Able to create and deliver a quality presentation to key decision makers
- Analyze any business and proposed a study case to automate it into system
- Extensive in Software Development Life Cycle (.NET, PHP, MVC, Front-End, Back-End).

## SUMMARY

Experienced in IT Security and Network Professional with wide-range experience maintaining networks, applications, operating systems and providing technical support, would like to continue a career in IT Security and Network Administration, continuously improving his skills and knowledge. Sharp problem solver, continuously looking for effective solutions to complex problems with great troubleshooting skills.

## WORK EXPERIENCE

2014-08 -  
Present

IT Consultant

Intel

- Improving the structure and efficiency of IT systems in various organizations to improve productivity and reduce costs through the optimized use of technology.
- Providing strategic guidance to clients with regard to technology.
- IT infrastructures and enabling major business processes through enhancements to IT.
- Providing guidance during selection and procurement.
- Providing highly expert technical assistance.

2011-05 - 2014-  
07

IT Applications Specialist

Hewlett-Packard

- Handled ERP implementation and administration activities.
- Developed and maintained applications using the latest programming techniques.
- Designed applications and integration interface based on best practices and vendors' recommendation.
- Performed necessary R&D to identify the right technologies for supporting Company business.
- Scoped, planned, and executed IT projects according to standard Application Lifecycle methodologies.
- Produced and updated documentation for IT projects and governance.
- Provided continuous improvements to existing IT landscape and application framework.

2007-04 - 2011-  
04

Network Administrator

IBM

- Internet Service Provider network administration - Network and security implementation.
- Maintenance and upgrade - Provided technical support for customers.

## EDUCATION

2007

Bachelor of Science

Hardvard Unversity