

# JANE TOTH

## Entry Level Project Manager - IT Industry

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 github.io

 New York, NYC

## CAREER OBJECTIVE

To obtain an entry-level project manager position in the IT industry, where I can utilize my strong technical skills and project management training to contribute to the success of complex technology projects.

## SKILLS



### Project Management:

Adept in project management methodologies, including agile and waterfall, and tools such as JIRA and Microsoft Project.



### Technical Skills:

Strong knowledge of programming languages, including Java and Python, and experience with database management and networking.



### Communication:

Excellent verbal and written communication skills, with the ability to communicate on par with technical and non-technical stakeholders.

## INTERNSHIP EXPERIENCE

### Project Management Intern

#### Steamlations

 2022 - Ongoing  New York, NYC

- Assisted the project manager in planning and executing multiple technology projects, including the implementation of a new customer relationship management system and the upgrade of the company's website.
- Participated in project meetings, gathered requirements, and tracked project progress using project management tools.
- Contributed to the successful delivery of projects on time and within budget.

### IT Support Intern

#### Roku

 2021 - 2022  New York, NYC

- Provided technical support to employees, including troubleshooting hardware and software issues and assisting with the deployment of new technologies.
- Assisted with the maintenance and management of the company's IT infrastructure, including servers, networks, and databases.
- Contributed to the smooth and efficient operation of the company's IT systems.

## STRENGTHS



### Strong analytical and problem-solving skills

Troubleshooted and resolved a critical network issue that was impacting the company's sales operations, resulting in the restoration of normal business operations.



### Excellent communication and interpersonal skills

Collaborated with cross-functional teams to identify and implement process improvements, leading to increased efficiency and productivity.



### Adaptable and willing to learn and teach methodologies

Developed and delivered training sessions to help non-technical employees understand and use new technologies, resulting in improved adoption and satisfaction.

## PASSIONS



**Programming:** Enjoy writing code and learning new programming languages in my free time.



**Gaming:** Passionate about video games and interested in the technology behind game development.



**Music:** Play the guitar and enjoy attending concerts and music festivals.