

JANE TOTH

Entry Level Project Manager - IT Industry

✉ Email [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:

Java, Python



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

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📅 2022 - Present 📍 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.

INTERESTS



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.