

# ROBERT SMITH

## Vice President/IT Project Manager

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### SUMMARY

Innovative, results-driven Vice President/IT Project Manager with over nine years of diverse IT experience emphasized on leveraging technology to achieve business goals. Highly experienced with installation/implementation, integration, security, and administration of hardware/software projects ranging from small entrepreneurial start-ups to the largest financial institutions in the country. Highly effective at managing all phases of the project life cycle, from needs assessment through implementation.

### SKILLS

Ms Word, Ms Excel, Ms Powerpoint, MS Visio, Ms Outlook, Ms Project, Ms Access, JIRA, Adobe, PHP, HTML 5, CSS, Javascript, Crystal Reports

### WORK EXPERIENCE

#### Vice President/IT Project Manager

ABC Corporation - June 2011 – Present

- Developed and managed project schedules including resources and vendor management.
- Provided project reporting to executives including weekly status reports and retrospective meetings.
- Implemented and configured Jira and other supporting project management software.
- Built project strategies based on both Agile and PMI waterfall standards.
- Acted as liaison between IT Engineers and Senior Business Management to facilitate communication and achieve business goals.
- Conducted feasibility studies and ran gap analysis reports to determine the best course of action.
- Continuously sought and supported new approaches, practices, and processes to improve the efficiency of services offered.

#### IT Project Manager (Contract)

ABC Corporation - June 2009 – June 2011

- Continuously reviewed, updated, and made recommendations for training and performance effectiveness.
- Responsible for the development and presentation of RFP responses and deadlines.
- Assigned projects may include working with business operations to develop business cases/RFPs, leading IT workstreams for new construction, opening a new healthcare provider practice, implementation or upgrade of an electronic medical record or related third party software & hardware, &/or installing medical equipment requiring IT infrastructure.
- Managed, developed, oversaw, and evaluated small and lower priority projects utilizing the project management methodologies defined.
- In conjunction with the project management office team, defined, implemented and communicated campus project management methodology, project lifecycle documentation, and best practices to project teams and stakeholders that are consistent with state and campus guidelines.

- Developed training materials for use by project teams and university stakeholders.
- This is Dummy Description data, Replace with job description relevant to your current role.

## SCHOLASTICS

- A.S. in Information Systems Security - 2008 (Sacramento City College - Sacramento, CA) Bachelor Of Arts in Psychology/Community Health - (University Of Rochester - Rochester, NY) BA in English Literature - 1990 (University Of Delhi - Delhi, Delhi)