

IT Maintenance / Project Estimator / Project Manager/ Foreman IT Maintenance / Project Estimator / Project Manager/ Foreman IT Maintenance / Project Estimator / Project Manager/ Foreman Lake in the Hills, IL Obtain a position within the IT industry. Experienced in information systems security, security policies, policy design and modification, data analysis, structured analysis and design, systems and/or business analysis and project management. Excellent time management skills combined with the ability to multi-task and prioritize to meet deadlines. Authorized to work in the US for any employer Work Experience IT Maintenance / Project Estimator / Project Manager/ Foreman High End Painters - Lake in the Hills, IL April 2008 to 2013 Managed company computers and information systems security    Managed storage and back up of project files    Updated company software MS Project 2013, MS Word 2010, and Windows 7    Estimated blueprint projects in office Conducted on-site estimates commercial and residential    Generated quotes and/or proposals for clients regarding work orders    Estimated work duration to develop deadline contracts for sub-contractors    Ensured projects were properly staffed and supplied with needed materials Managed purchasing of needed material for projects while staying within budget    Regularly updated clients about project status    Accommodated any client change requests to work orders and timetables    Followed up with clients to ensure project quality and customer satisfaction Supervised employees and sub-contractors on approximately 150 projects    Organized payroll for employees    Performed general labor duties Education Bachelor of Science in Computer Information Systems DeVry University - Addison, IL April 2014 Additional Information Skills Experience in information systems security    C++ and Java programming    MS Project, MS Visio, MS Visual Studio, MS Word, MS PowerPoint, MS Excel, SQL, Eclipse, Windows 7, and Windows 8 Systems analysis and design / Business analysis    HTML web design    Experience in operations research    US Navy: Operations Dept. and Duty Security Team

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