

IT Project Manager IT Project Manager IT Project Manager - Weavertown Environmental Group  
Verona, PA Authorized to work in the US for any employer Work Experience IT Project Manager  
Weavertown Environmental Group - Pittsburgh, PA March 2017 to Present Planned and  
implemented software, hardware and infrastructural changes Conducted various training classes  
for Microsoft Office Suite Managed AT&T, Verizon, Sprint and Comcast Corporate accounts with  
300+ lines Responsible for company inventory and assets Administered Electronic Log system  
Lead all projects concerning installation, activation or implementation for IT Administrator AT&T  
March 2016 to March 2017 Lead a \$500,000 telecommunication move from EarthLink to Comcast  
saving the company \$100,00/yr. Managed a conversion of 250+ wireless lines from a Verizon  
company account to AT&T Corporate account Directed a conversion of 250+ wireless lines from a  
Sprint Corporate account to Verizon Corporate account Saved \$120,000/yr. during 1st year of  
tenure through telephony company and plan changes Lead integration of parent company Univar's  
network with Weavertown MPLS Implemented and designed multiple email signatures for  
company Digitized all marketing materials Information Technology Consultant Bobby Engram  
Foundation - Syracuse, NY April 2014 to August 2014 Determined client requirements through  
interviews and assessment of organizational tools and digital resources Implemented email  
standards, stationary, documentation standards through the use document collaboration tools  
Archived legacy financial and process documents within collaborative tool for future use  
Established timeline for project; which included list of deliverables, necessary resources and touch  
point dates Generated a digital mock up for the organization's potential website, based on  
requirements and current site Drafted website content and devised concrete list of technical and  
functional needs for the website IT Project Manager/ IT Helpdesk Technician Learning Environments  
ITS, Syracuse University January 2012 to January 2014 Performed technological diagnostics on  
classroom computer equipment and resolved any issues. Responsible for conducting network  
diagnostics and technology upgrades for Syracuse University. Conducted Skype interviews for  
faculty Lead a 300,000\$ laboratory remodel and upgrade project Education Bachelor of Science in  
Chemical Engineering Syracuse University - Syracuse, NY May 2015 Skills EXCEL (Less than 1

year), MATLAB (Less than 1 year), MICROSOFT EXCEL (Less than 1 year), MICROSOFT POWERPOINT (Less than 1 year), POWERPOINT (Less than 1 year) Additional Information SKILLS: Project Management, MATLAB, Engineering Equation Solver (EES), Polymath, Microsoft PowerPoint, Microsoft Excel, Office365, iCloud, Network Diagnostics

Name: Heather Cohen

Email: [osmith@example.net](mailto:osmith@example.net)

Phone: (201)370-1023