

Director of Human Resources & Project Manager (IT Externship) Director of Human Resources & Project Manager (IT Externship) Director of Human Resources & Project Manager (IT Externship) Old Orchard Beach, ME Management professional with excellent verbal, interpersonal and written communication skills. Strong analytical, problem-solving and decision-making capabilities. Team player, demonstrated outstanding level of professionalism in providing patient support, including ability to exercise good judgment, discretion, tact, and diplomacy. Sound business ethics, including the protection of proprietary and confidential information. Authorized to work in the US for any employer Work Experience Director of Human Resources & Project Manager (IT Externship) Kap Technologies, Incorporated - Spring, TX March 2016 to May 2016 Created and implemented technology procedures Created a Process Department with quality assurance Responsible for ensuring projects were completed successfully and on time Assisted with finding solutions to enhance the company Sales Representative Radio Shack - Sanford, ME May 2012 to August 2014 Greeted customers as well as operated the cash register Assisted customers in finding the proper product Responsible for re-organizing product weekly Assisted with receiving and shipping out merchandise One of the five top sales representative in the region (out of 250 representatives) Education Associate of Science in Health Science in Health Science York County Community College - Wells, ME March 2017 Associate of Arts in Liberal Studies in Liberal Studies Kaplan University - Portland, ME December 2009 Skills Employee Relations, Management, Payroll

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