

IT Project Manager IT Project Manager Rockwall, TX - 4 years of IT experience (includes on-site work in Japan) - Expertise in Windows Server system infrastructure construction - Expertise in Project management - Familiar in IT Service management - Familiar in Microsoft Excel VBA - Familiar in Microsoft SQL Server - Have knowledge of Python - Have knowledge of C/C++ Programming Language - Have knowledge of Linux Authorized to work in the US for any employer

Work Experience IT Project Manager Hitachi Financial Equipment System (Shenzhen) - Shenzhen, China November 2014 to May 2015 Responsibilities - Completes project by coordination of resources and timetable with user departments and service providers - Manage the detail of project, include progress, resources, assignments, issues and risks - Management and maintenance of project document to ensure that it is always up to date - Maintenance all of IT equipment (e.g. Server, Network) to ensure company's normal business operations. - According to the company needs to adjust the existing IT environment. Skills Used - Windows Server - Linux - Network - Troubleshooting - Project Management - Team work - Japanese Systems Support Specialist IBM - Shenzhen, China September 2010 to October 2013 Responsibilities - Systems infrastructure construction and design (OS, Middleware) - Basic responsibilities include: Building new servers Software installations Software configurations (OS applications, features, components etc.) Network devices installation and configurations (routers, switches, firewalls etc.) Backing up and restoring data Check server health status (network connectivity, hardware health status) Check OS health (disk usage, CPU and memory monitoring) OS patching/upgrades Manage project tasks and communicate with customers Skills Used - Windows Server - Linux - Troubleshooting - Project Management - Team work - Japanese Education Japanese Language and Literature Shanghai International Studies University - ??? 2006 to 2010 Skills Project Management (3 years), Japanese (10+ years), Cantonese (10+ years), Windows Server Administrator (5 years), Linux Administrator (2 years), Python (Less than 1 year), C Programming Language (Less than 1 year), Mandarin (10+ years) Certifications/Licenses Japanese Language Proficiency Test Level 1 August 2009 to Present ITIL v3 Foundation June 2012 to Present MCTS: Windows Server 2008 Active Directory, Configuring January 2013 to Present Project Management Professional (PMP) June 2013 to June

2016 An Introduction to Interactive Programming in Python (Part 1) April 2015 to Present Coursera
Verified Certificates, License X4F3TP7PB8 An Introduction to Interactive Programming in Python
(Part 2) May 2015 to Present Coursera Verified Certificates, License MEJUJUQ527

Name: Kathleen Taylor

Email: jerrydurham@example.org

Phone: 919.327.9575x9831