

IT Project Manager IT Project Manager Portland, OR Authorized to work in the US for any employer

Work Experience IT Project Manager Kelsam Ghana Limited - Accra September 2012 to April 2018

Project Fields: Computer Networking Telephony Security Systems Installation (Surveillance Cameras, Alarm Systems), Access Control, Home Automation Role: 1. Defining and clarifying Project scope Developing the project plan Developing the project schedule Developing Policies and Procedures to support the achievement of the project objectives 2. Determining the organizational structure of the project team Identifying roles and positions Identifying services to be provided by external companies if required 3. Setting Team direction Coordinating activities across different organizational functions Motivating team members Assigning specific tasks and work 4. Defining the project baselines Tracking project progress Project status reporting Determining and taking corrective actions where necessary Handing Over Completed Projects

Some Landmark Projects Undertaken Economic and Organized Crime Office (EOCO) Server Based IP Surveillance for inner and outer Perimeter Acacia Medical Centre Networking, Telephony, IP Surveillance for inner and outer Perimeter Barclays Bank Ghana Set up of Surveillance Control Room Finali Limited Network Management Airport Hills Residence - Intercom, Networking and Gate Automation, IP Surveillance Express Capital - IP Surveillance for inner and outer Perimeter and Alarm System Bank of Africa- IP Surveillance for inner and outer Perimeter Earl Beam - IP Surveillance for inner and outer Perimeter and Alarm System Airport Hills Management Office - IP Surveillance for Outer Perimeter I.C.G.C Doxa Temple - IP Surveillance for inner and outer Perimeter IT Manager Emmaland & Cardero Group of Companies - Accra July 2010 to August 2012 Job Scope includes: Setting up, Management and Troubleshooting LAN infrastructure both Wired and Wireless. Analyzing security vulnerability and implementing appropriate changes. Designing and Updating of Company Website. Creating and Managing Corporate Email Accounts for the Company Setting up and Managing CCTV system on LAN and remotely on devices Researching purchasing information on hardware and software acquisitions.

Liaising & meeting with external suppliers of IT products and services. Producing reports for Senior Managers. Responsible for the fast and accurate troubleshooting of reported faults. IT

Business Development iBurst Africa; - Accra April 2008 to June 2010 Initiating sales of IT Products and Services to Corporate organizations and Individuals Presentation and Demonstration of Products and Services to potential clients Organization of Promotions for Products and Services Installation and Configuration Products and Services Handling After sales service and support Education Bachelor's in Information Studies University of Ghana - Accra Certificate; PMBOK Based Course in Project Management (2013) in Project Management Knowledge Tree Technologies - Accra Skills Network Management (10+ years), Microsoft Office (10+ years), Mac OS X (10+ years), Systems Integration (5 years), CCTV (6 years), Word, Outlook, budget, Customer Service, Estimating Certifications/Licenses Operating Systems And Application Programs February 2004 to Present Introduction to PC/Typing and MS-Windows Microsoft Word Microsoft Excel Microsoft Access Microsoft Powerpoint Dynamic Web Development August 2004 to Present Web Page Design: Dreamweaver MX Fireworks Flash Mx Web Programming (HTML,ASP & PHP) Additional Information I am a Self-Motivated and Confident individual with exceptional Multi-tasking and Organizational skills. Able to exhibit Confidentiality, Discretion, Tact, Diplomacy and Professionalism. Ready and qualified for the next stage in a successful career.

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