

IT Project Lead IT Project Lead IT Project Lead - APPLIED CONTROLS AND CONTRACTING SERVICES South Holland, IL Work Experience IT Project Lead APPLIED CONTROLS AND CONTRACTING SERVICES - South Holland, IL November 2016 to Present Learn and execute all aspects of each project accurately and efficiently. Analyze each project and present any analysis to the president of the company. Provide a detailed overview of my thoughts, concerns, and solutions for different aspects of the company. Prepare and train new employees Process employee time sheets for submission to the payroll supervisor. Complete various administrative paperwork on daily basis regarding a specific project. Lab Analyst TRIBOLOGIK CORPORATION - Hammond, IN August 2017 to October 2017 Preparation of oil and fuel samples to be tested. Run manual and automatic tests in compliance with ISO 17025 and ASTM methods. Calibrate laboratory instruments according to ISO 17025, ASTM and Tribologik internal quality requirements. Keep detailed documentation of daily tests and analysis. Security Officer AMERISTAR CASINO - East Chicago, IN June 2015 to March 2016 Submitted daily activity and incident reports Responded to security related complaints and customer service requests in timely manner. Supported and assisted superiors when dealing with hostile situations. Sales Representative GHOST ARMOR INC - Orland Park, IL November 2012 to July 2013 Contributed to team effort by consistently achieving sales goals and meeting organizational expectations. Presented and thoroughly explained products and services to potential and existing customers. Education Bachelors of Science in Technical Management in Business Intelligence & Analytics Management DeVry University - Tinley Park, IL October 2016 Skills Citrix (Less than 1 year), conflict management (Less than 1 year), data analytics (Less than 1 year), Excel (Less than 1 year), Microsoft Access (Less than 1 year), SQL (2 years) Additional Information SKILLS AND ATTRIBUTES Strong knowledge of business intelligence, data analytics, and project management. Excellent problem-solving, critical thinking, communication and relationship building skills. Proven ability to manage projects, time, and expectations to ensure organizational objectives are achieved. Effective communication, collaboration and conflict management abilities. Detailed working knowledge of: ? Microsoft Project ? Citrix ? Microsoft Word ? SQL ? Visio ? Microsoft Excel ?

OLAP ? Sharepoint ? Microsoft Access ? Oracle Products ? Software Design Tools ? Microsoft PowerPoint

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