

IT Project Manager IT Project Manager Customer Service Hawthorne, NJ To attain an entry level position in an environment that encourages me to take advantage of my strengths, while working cooperatively in a situation that will further develop my professional skills. Work Experience IT Project Manager Marketview Research - Edgewater, NJ April 2010 to July 2010 Program online projects to meet survey deadlines Monitor and check data for inconsistencies, errors, and duplicates Coordinate and facilitate changes with project team Export final data and format for tabulation Night Manager Hawthorne Liquors - Hawthorne, NJ July 2003 to March 2009 Operate inventory control system and maintain inventory Maintain cash register Help Desk Hawthorne Liquors - Parsippany, NJ February 2008 to April 2008 Customer support Clerical work and reports Hawthorne Liquors - Netcong, NJ December 2005 to December 2006 Maintain Clients' Computer Equipment Transport Field Technician USEL - Berlin, NJ May 2001 to September 2001 Analyze samples in laboratory Collect samples from job site Maintain billing records Customer Service and Delivery Driver Reliable Auto Parts - Saddle Brook, NJ May 1997 to August 1998 Input and process customer orders over the telephone and enter into inventory tracking system Customer service and direct interaction with clients Transport merchandise to and from warehouse

All work experience and references available upon request Laboratory Supervisor Rowan Computer Laboratory - Glassboro, NJ September 1997 to May 1998 Assist students with issues pertaining to laboratory equipment Resolve software and hardware issues over the telephone Maintain computer equipment in laboratory Education HVAC Technician LINCOLN TECHNICAL INSTITUTE - Mahwah, NJ August 2009 to Present Bachelor of Arts in Political Science ROWAN UNIVERSITY - Glassboro, NJ September 1997 to March 2001

Name: Angela Reyes

Email: ddiaz@example.org

Phone: +1-230-988-0975x7943