

IT Project Manager IT Project Manager IT Project Manager Deer Park, NY To obtain a position utilizing my development, organizational and leadership skills in information technology and project management for new technology. Interests include technology innovation as well as network security and privacy. Work Experience IT Project Manager FortifyData LLC January 2016 to August 2017 Managed multiple projects for company ? Monitored progress of milestones and tasks for projects ? Provided status reports to project team ? Created task reports that display current and upcoming tasks ? Worked closely with project team and outsourcing companies to ensure the projects meet company demands Intern Suffolk County Department of Information Technology January 2015 to April 2015 Developed workflow process diagrams for procurement payment process for county ? Data input, file organization and maintenance ? Directed calls to departments throughout Suffolk County government offices ? Setup and organized conference calls for county staff Expeditor P.F. Chang's Restaurant November 2013 to February 2015 Communicated orders and information between front and back of the house ? Ensured food was prepared to order in a timely fashion and presented professionally Barnes & Noble College Clerk Stony Brook University Bookstore August 2011 to September 2013 Textbook Clerk & Customer Service Representative ? Processed internet textbook orders, prepared orders for shipment, and received deliveries ? Faculty Student Association Representative Education B.S. in Technological Systems Management in Technological Systems Management Stony Brook University August 2010 to May 2015 Skills Java, Spring, Html, Visio, Dreamweaver, Excel, Microsoft office, Outlook, Powerpoint, Word, Photoshop, Secretary, Information Technology, PM Additional Information Skills & Activities Skills ? Proficient in Microsoft Office - PowerPoint, Word, Excel, Outlook, Visio, Project ? Proficient in multiple software packages including Dreamweaver, Photoshop, and MS Multimedia. ? Proficient in Teamwork project management software ? Programming background in Visual Basics, Processing, Java, C, and HTML Extracurricular/Volunteer activities ? Stony Brook Hillel: Prepare Holiday Shabbat (Fall 2013); Organize BPY Book Drive (Fall 2013) ? Israeli Raffle/Auction benefitting American Cancer Society (February 2013) ? Relay for Life (Spring 2013, Spring 2014) ? Stony Brook Chabad Student Club - Co-hosted University Living in the Moment Program comprised of

6-week sessions ? Zeta Beta Tau Fraternity Inc. (2012-Present) ? Zeta Beta Tau Fraternity Inc. - President (May 2014 - May 2015) ? Zeta Beta Tau Fraternity Inc. - Secretary (August 2013 -May 2014) ? Charity Gala (Fall 2014) - Raised money for Cystic Fibrosis Foundation ? New Membership Award (Fall 2012, Spring 2013) ? Five Star Organization (2012-2013) ? Top fraternity leading in community service, philanthropy, and GPA Eric C. Naughton )

Name: George Spencer

Email: hallcameron@example.net

Phone: (374)373-2539x277