Complete address & contact information.

Michael Cohen

NO use of "I" or "me"!

365 Drive • Dayton, Ohio, 45377, USA • mcohen@hotmail.com • www.linkedin.com/in/michaelcohen • (123) 456 91

Proactive IT project manager who can perform under nominal direction to implement new technology applications, new program initiatives, or special one-time-only projects. Experienced in coordinating project scheduling, budgeting, and performing administrative tasks. Seeking to apply innovative technology tools associated with project management functions to enhance company annual revenue.

EDUCATION

University of Dayton M.S., IT Management

University of New York **B.S., Trade Technology** GPA: 3.8

Objective starts with Strong Adjective. Professional title, experience, offer to help company & key words included.

All bullet-point sentences start with an

Action Verb in the Past. Focus is on

accomplishments.

Dayton, Ohio, USA Expected May 2023

New York, NY, USA May 2019

Expected graduation date if incomplete.

RELEVANT COURSEWORK

Management and Quality Control Technology Innovation Strategies

RELATED EXPERIENCE

Crane & Jenkins International

IT Project Manager

San Jose, California, USA August 2020 – July 2022

- Oversaw the successful automation of the prerequisites in the quoting system Firepond (FPX).

 Political project scape, good, and deliverables to plan recognition deadlines for success.
- Defined project scope, goals, and deliverables to plan reasonable deadlines for success.
- Ensured a high level of fiscal control and accountability for project budget.
- Exerted strong influencing skills to impact choices on immediate and long-term directions.

River Tech

Milpitas, California, USA September 2019 – June 2020

IT Project Manager - Trainee

- Assisted in the development of full-scale project plans for approved projects and associated communications documents.
- Led multiple data warehouse projects integrating ERP systems (E1 and SAP), per PMO guidelines.
- Conducted detailed process analysis to understand how business practices are supported by technology.

ADDITIONAL EXPERIENCE

University of New York

Teacher Assistant

New York, New York, USA Month Year – Month Year

- Assisted IT professor in delivering presentations for undergraduate students.
- Generated administrative programs for IT Department.

ACTIVITIES

International Student Events, **Events Organizer** Charity Union, **Administrator**

September 2018 – May 2019 September 2017 – May 2018

SKILLS

Technical: IT Project Management and Sharepoint

Languages: Fluent in English and Punjabi; professional proficiency in French; beginner level in German



Languages are listed with level of proficiency.

- -Resume is correctly formatted.
- -All bullet points, dates & text are in alignment.
- -Punctuation is consistent and correctly used.
- -Capitalization is correctly used.