Michael Cohen

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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

Dayton, Ohio, USA
Expected May 2023

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

New York, NY, USA
May 2019

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).
- 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
IT Project Manager - Trainee

Milpitas, California, USA
September 2019 – June 2020

- 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