

Jose Enquito

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IT Administrator

2 years of experience in project management, specializing in technical support, information technology, process improvement, and project leadership. A strong background in collaborating with cross-functional groups and stakeholders to execute technical projects and IT initiatives. Background in troubleshooting technical issues and developing applications and software are also included.

WORK EXPERIENCE

Arizona State University • Full-time

IT Project Specialist

- Coordinated with team on workload, resulting in 15% increase productivity
- Created project timelines and milestones to achieve project completion on time
- Facilitated team project management on Capstone Project using Scrum and Kanban
- Collaborated with a team of 3 colleagues to create, develop, and test a social media platform for musicians using database scripts, front-end framework, and back-end framework.

Abbott Laboratories • Full-time

Project Management Specialist

- Teamed up with engineers to collaborate on project planning and implementation.
- Debriefed with project team to review weekly and monthly goals
- Managed project budget and expenses, reducing project overrun by 17%
- Facilitated project tracking with JIRA and Asana, increasing task completion by 22%
- Support a large-scale technical project to enhance development performance, executing a system migration which reduced operational cost by 13%.

EDUCATION

Bachelor Of Science In Information Technology, Polytechnic

Arizona State University • GPA: 3.3

Associate Degree In Computer Science

Southwestern College • GPA: 3.3

CERTIFICATIONS

Certified Associate In Project Management

SKILLS

Product Development, Cross Functional Skills, Web Framework, Data Analysis, JavaScript, Visual Studio Code, Django, Python, Figma Software, MySQL, Hypertext Markup Language, Java, Amazon Web Services, Cascading Style Sheet, Amazon Elastic Compute Cloud, User Interface Design, Information Technology, Agile Framework