1. Built and utilized reporting systems to keep customers and management in loop with latest information.
2. Identified innovative and automated approaches to routine tasks, making suggestions that were widely received.
3. Diagnosed and repaired computer hardware and network systems.
4. Gathered requirements, defined scopes, allocated resources and established schedules meeting or exceeding project demands.
5. Analyzed projects to determine resource requirements and procured necessary equipment and software.
6. Managed and motivated project teams to promote collaboration and keep members on-task and productive.
7. Operated under [Type] and [Type] frameworks to efficiently organize and carry out project tasks.
8. Maintained tactical control of project budgets and timelines to keep teams on task and achieve schedule targets.
9. Closely collaborated with project members to identify and quickly address problems.
10. Enforced alignment of project strategy with business objectives and made modifications to promote efficient project completion.
11. Led [type] team in delivery of [type] project, resulting in [result].
12. Produced [Type] and [Type] reports each [Timeframe], updating customers and senior leaders on progress and roadblocks.
13. Adjusted project plans to account for dynamic targets, staffing changes and operational specifications.
14. Investigated and corrected or escalated project problems.
15. Managed minimum of [Number] projects each year while maintaining adherence to budget, schedule and scope requirements.
16. Carried out day-day-day duties accurately and efficiently.
17. [Type] hardware proficiency
18. Used critical thinking to break down problems, evaluate solutions and make decisions.
19. Used coordination and planning skills to achieve results according to schedule.
20. Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.