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LinkedIn <div>linkedin.com/johnstmr</div>
Skills
Business Process Improvement
Vendor Management
Project Scheduling
Sales Analysis
Strategic Planning
Communication Skills
Software
Microsoft Project
Excelent
MS Windows Server
Very Good
Linux/Unix
Very Good
Microsoft Excel
Good
Languages
French
Intermediate
German
Basic

Some applicants also include personal statements as an introduction to their CVs. This statement essentially sells you to the person reading it, and highlights your experience and skills.Some people choose to list their education at the beginning or their CVs, and others further down. A shorter summary of your responsibilities should be sufficient.Length and LanguageTime is precious to potential employers, so it's important to be clear, concise and keep your CV to no longer than two pages. You could also list other achievements, such as your GPA, dissertation titles or research work performed.Employment HistoryThe section for employment history should begin with your current position, and then list employment history in reverse chronological order. Try to show, in your summary of recent employment, that you've had a positive impact in your position.If you have many years of experience in your industry, you don't have to elaborate as much on your older positions. This article will highlight the importance of each of these sections, and give tips on how to make your CV stand out. Personal StatementFirst, and foremost, you should research the company you are applying to. Not only will this be helpful when writing your CV, but it will also benefit you if you land an interview. You should use this statement to focus on your best qualities and tailor it to the job you're seeking.The skills section of your CV should highlight pertinent skills that can help you excel at the job in question. MORE FROM QUESTIONSANSWERED.NET This article will provide you with some tips to help alleviate the anxiety that comes with writing your CV and some tricks to help it stand out to potential employers.Personal StatementEquipping your CV with a personal statement will help it stand out to employers. Regardless of where you include your education and qualifications, you should list your degrees and accomplishments, with the most recent being listed first, per the UCLA graduate website. You will want to customize your CV to the beliefs, values and needs of the company and the position you are seeking. You should list the company you worked for, the dates you were employed and the responsibilities you held. You want to catch the attention of the employer so that they'll bring you in for an interview. This should be a concise list of interests that give the reader a better picture of who you are. Researching the company and the position you are applying for in advance will help you tailor this section to the potential employer's needs.SkillsThis section of your CV can be utilized to show potential employers the other skills that you are proficient in and can bring to the job to ensure success. Use language that's positive and shows that your current or most recent responsibilities can translate to the job you're pursuing. You should target your skills to the job you're applying for. Older PositionsEmployers will focus most of their attention on your most recent employment. So it's crucial to make this section as detailed as possible. You should aim to list those activities and interests that show that you are well-rounded and reflect who you are, according to the UCLA graduate website. During the interview you will have the opportunity to elaborate on your skills and expertise.ResearchAs you should always customize your CV to the role you're pursuing, researching the role and company are key. Job hunting alone can be a stressful process without having to worry about if your CV is written appropriately. Relevant research or teaching experience, publications or computer skills are examples of what you would list in this section of your CV.Interests and HobbiesYou may choose to list personal hobbies or interests at the end of your CV. As this is the section that potential employers will study to see how well your qualifications and experience fit the job they are trying to fill, you'll want to make sure it is comprehensive. If positioned at the top of the first page, it'll be the first thing that employers read and, if worded attractively, will entice them to keep reading. You should always include the name of the school you attended, the dates you were there and the degree achieved. Show that you have good communication skills by using professional language — and always use spell-check prior to sending it forward. MORE FROM QUESTIONSANSWERED.NET The purpose of a curriculum vitae (CV) is to provide a prospective employer with a summary of your education, employment history, skills, achievements and interests. Whether it is advanced computer skills, team-building, written or verbal communication, or problem solving skills make sure they relate to the job you are pursuing. Always include your name and contact information at the top of your CV. Another way to make this section stand out is to utilize bullet points when listing these skills to give readers a quick and focused snapshot of the skills you have to offer.Recent Employment vs. You'll want to know in advance what the company prides itself on and the qualities needed to be successful in the position you are applying for.

IT Professional with over 10 years of experience specializing in IT department management for international logistics companies. I can implement effective IT strategies at local and global levels. My greatest strength is business awareness, which enables me to permanently streamline infrastructure and applications. Striving to leverage my IT management skills at SanCorp Inc.

Experience	
2006-12 - present	Senior Project Manager Seton Hospital, ME <ul style="list-style-type: none">• Oversaw all major hospital IT projects for 10+ years; focus on cost reduction.• Responsible for creating, improving, and developing IT project strategies.• Implemented the highly successful Lean Training and Six Sigma projects.• Cut costs by 32% in less than six months.• Reduced the costs of IT maintenance in 2015 by successfully rebuilding the server infrastructure resulting in over \$50'000 of annual savings.
2004-09 - 2006-12	Junior Project Manager Seton Hospital, ME <ul style="list-style-type: none">• Streamlined IT logistics and administration operation cutting costs by 25%.• Diagnosed problems with hardware and operating systems.• Successfully migrated two servers to new data architecture.• Maintained the user database of over 30000 patients.• Managed project for lean training for all IT Support Officers.
2002-08 - 2004-09	IT Support Officer Seton Hospital, ME <ul style="list-style-type: none">• Provided support for project managers and hospital staff for 2 years.• Prepared over 100 infrastructure performance analyses and reports.• Implemented a new tracking dashboard, cutting manual data input by 80%.• Successfully resolved over 200 issues in regards to IT infrastructure.

Education	
1999-09 - 2001-05	Master of Computer Science, University of Maryland <ul style="list-style-type: none">• Graduated Summa Cum Laude.• Member of Student Association of Project Management• Managed a student project to develop a weekly IT News podcast.
1996-09 - 1999-06	Bachelor of Computer Science, University of Maryland <ul style="list-style-type: none">• Graduated Summa Cum Laude.• Member of Student Association of Computer Science.• Managed a student project to organize a conference for 50+ professionals.

Certifications	
2010-05	PMP - Project Management Institute
2007-11	CAPM - Project Management Institute

Interests	
	Aviã cross country skier and cyclist.
	Member of the Parent Teacher Association.