ROBERT SMITH

IT Project Leader

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Consistently visualizing the entire scope of a project with very little guidance. At times, taking a step back to evaluate against business and departmental big picture, and also Scheduling and developing agendas for, and facilitate project meetings, Documenting of discussion with action items effectively captured to be shared shortly thereafter.

NOVEMBER 2010 – JUNE 2014

IT PROJECT LEADER - ABC CORPORATION

- Recruited to join the IT support team in managing several wireless telecommunication solutions and multiple projects throughout the business.
- Worked under strict guidelines to ensure ITAR policies were followed and corporate and Government information was secure.
- Promoted to Business Support Manager and IT Project Leader in a company of approximately 1,500 people.
- Redesigned the wireless telecommunications solution for the company, ultimately saving over annually while managing to upgrade all equipment and condense multiple accounts into one.
- Successfully upgraded all PC systems to Windows 7 across the group simultaneously at multiple sites across the world.
- Completed a Printer upgrade project which replaced an aging fleet with modern equipment at a lower operating cost.
- Took leadership of the Business Support Group, managing a team spread out across the country in supporting all group software resources.

2008 – 2010

IT PROJECT LEADER - DELTA CORPORATION

- Led team of 3 developers working on simultaneous development projects involving medical school admissions, student records, scheduling and evaluation.
- Managed client relationships for Registrar, Admissions, and Evaluations offices.
- Project manager, business analyst, and technical architect on INCs portfolio of global Clinical Data Management (CDM) systems.
- Responsible for planning, tracking, and managing manufacturing application projects assigned by the system module specialists Reviewed functional .
- Managed network for multiple member access system (E-commerce system) Oversaw and tested disaster recovery operations Developed a year 2000 readiness .
- Project Manager for enterprise projects and systems.
- Major accomplishments include Concurrently managed 3 large scale projects

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(Oracle Clinical, Primavera, TrackWise) including development of all life.

EDUCATION

MS

SKILLS

Managing Skills, Designing Skills.