# Sample Resume: IT Director

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## Objective

Seeking a position as Director, Technology & Support, Paragon Manufacturing Systems

## Professional Summary

Computer scientist with established people skills and project management experience. Ensures complicated technology projects are completed on time and under budget. Recognized leader providing mentorship, strategic planning, and personnel development with a proven track record of understanding users' priorities and operating constraints while adapting to meet their unique needs. Distinct areas of expertise include:

| | | |
|---|---|---|
| Cyber Security | Project Management | Cost-Benefit Analysis |
| End-user Analysis | Network Design | Contingency Planning |
| Compliance | Recovery Techniques | Traffic Management |

## Relevant Experience

**Information Management Officer**                           U.S. Army
Jan 20XX – Present                                          Fort Benning, GA

- Create, update, and monitor system compliance for 700 users with policies governing communications security, Internet and email usage, access controls, and incident response.
- Prepare and implement departmental IT plans, including needs assessment, work plans, and resource management. Monitor processes to ensure progress and consistently meet timeline milestones and budget goals.
- Lead a team of more than 50 communications specialists, programmers, and network technicians who provide technical support to 8 organizations across 5 states.
- Generate technical reports and formal briefings, on a weekly basis, providing status and updates to executive leaders on developing technologies to assist with forecasting departmental IT needs.
- Collaborate with 4 department leads to design, plan and implement proprietary database to manage inventory control of 2,500 computer components across multiple platforms.

- Direct daily operations of information management office with $1.2 million annual budget.

**Special Projects Officer**                                                    U.S. Army
Oct 20XX – Dec 20XX                                                          Fort Hood, TX

- Led study group that evaluated and selected hardware and software to upgrade communication networks at 3 military bases serving 65,000 users, ensuring continuity in system.
- Designed and supervised the implementation of a program that combined customized software, computer networks, and new processes that were adopted by 120 operating departments.
- Conducted monthly training inspections with geographically-dispersed units, leading to 98% mastery rate for students learning new computer systems.
- Planned and coordinated replacement of 1,300 obsolete computers with upgraded systems increasing efficiency over 75%. Created procedure to ensure continuity of upgrades.

## Education & Specialized Training

**Bachelor of Science, Computer Science**

California State University, Bakersfield, CA

**U.S. Army Information Systems Manager Course**

Fort Gordon, GA

**U.S. Army Signal Officer Basic Course**

Fort Gordon, GA