

IT EXECUTIVE CV

The CV of an IT Executive is among the most important tools to advance his career. This is utilized by the deciding board in choosing the right person for an executive position. Highlight important points such as extensive experience with administrative duties (i.e. IT advisory and consultancy, outsourcing, project management, procurement) in various professional services environments; expertise in transaction monitoring, core IT functions (strategy and governance, IT infrastructure, IT financials, etc.) and IT industry standards. Strong communication, technical, and management skills as well as accountability are required to excel in this position. Below is an example of Vice President CV for your perusal.

Giacomo Pruitt

P.O. Box 826, 8592 Cras Street, Banchory, Kincardineshire, PO70 5BZ Date of Birth: March 15th, 1990

Email: [email] Mobile: 07701 008253 Tel: 01449 463840

MY OBJECTIVE:

As an IT Executive, my highest goal is to contribute in fulfilling the vision and core objectives of the company by practicing optimum management of all IT operations. I aim to impart my expertise in formulating astute target-oriented strategies and oversee its implementation. By working in tight cooperation with the administrative members and the project teams, I am confident that these goals can be achieved. With over two years of experience as an IT Executive in two different companies, I have a broadened understanding and enhanced abilities of managing operations effectively. Granted the opportunity, I will use these advantages to contribute to the success of the company.

SKILLS PROFILE:

Hands on experience in IT processes for all vendor management
Immense knowledge of various structured methodologies
Excellent knowledge of business accounting procedures
Ability to understand and simplify complex processes
Ability to analyze marketing strategies for IT processes
Familiarity in customer acquisition

EDUCATION:

BSc (Hons) in Computer Science Lampeter University of Wales	Lampeter Oct 2008 – Jun 2011
A Levels in Computing, Mathematics, Physics, Chemistry, English Language Aquinas College	Stockport Sep 2006 – Jun 2008
GCSEs: Maths, Physics, Chemistry, English Language Dunraven School	Streatham Sep 2001 – Jun 2006

PROFESSIONAL EXPERIENCE:

Mint Corporation Limited IT Executive	Yorkshire Oct 2012 – Present
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- Developed and ensured delivery of all technology products within required timeframe.
- Supervised hiring processes and monitored all performance appraisals.
- Developed and monitored capital budget for IT processes.
- Coordinated with external vendors for all services.
- Managed communication with other departments for technology usage.
- Maintained customer schedule and communicated with customers on quarterly basis.

NBCUniversal International IT Executive	London Aug 2011 – Oct 2012
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- Provided technical assistance and training to staff members to use database.
- Documented all database design as per user requirement.
- Developed appropriate database and collected all required information from clients.
- Coordinated and maintained professional relationships with all external clients.
- Maintained knowledge on various business issues and maintained adaptability to changing market.
- Reviewed all technologies and assisted in set up.

REFERENCES:

Price Roberson
P.O. Box 545, 9439 Sagittis. Road, Banchory
Huntingdonshire, OI62 6BK
Mobile: 07838 681760

Rudyard Sweeney
Ap #411-4194 Proin Av., Banchory
Huntingdonshire, OI62 6BK
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