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| A person looking to the right |  | jordan ellis |
| IT SPECIALIST |
| contact (123) 456-7891 jordanellis@email.comLANGUAGESEnglishSpanishSKILLS* Project Management & Coordination
* Editing & Proofreading Excellence
* Technical Solutions & Software Proficiency
* Analytical Thinking & Problem-Solving
* Strong Communication & Team Collaboration

CERTIFICATIONS* CompTIA A+
* CompTIA Network+
* AWS Cloud Practitioner
 |  |  | ProfileDedicated and dynamic IT Professional with a diverse skill set encompassing project management, technical support, and innovative technical solutions. Eager to apply extensive analytical skills and hands-on experience in technology implementation to drive operational efficiency and project success in a challenging Professional Services environment.EDUCATION HISTORYBachelor of Science in Network Administration, Jan 20XXSeattle University – Seattle, WAWORK EXPERIENCESenior IT Specialist | XYZ Tech Solutions | Aug 20XX - Dec 20XX* Led cross-functional teams to implement IT solutions, optimizing operational efficiency by 20%.
* Managed IT projects from planning to execution, ensuring timely delivery and adherence to quality standards.
* Provided technical support, resolving complex system issues and improving functionality.

IT Support Specialist | ABC IT Services | Aug 20XX - Dec 20XX* Delivered exceptional technical support, ensuring prompt resolution of hardware and software issues.
* Assisted in network troubleshooting and system maintenance, reducing downtime by 25%.
* Contributed to IT project management activities, coordinating efforts for smooth implementation.
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