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| A person looking to the right | |  | jordan ellis |
| IT SPECIALIST |
| contact (123) 456-7891 [jordanellis@email.com](mailto:janedoe@email.com)  LANGUAGES  English  Spanish  SKILLS   * 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 |  |  | Profile Dedicated 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 HISTORY Bachelor of Science in Network Administration, Jan 20XX Seattle University – Seattle, WA  WORK EXPERIENCE Senior 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. |