



# Avery Collins

IT Intern

Ambitious entry-level IT project manager with a solid academic foundation and hands-on experience in academic projects. Adept at communication, resource allocation, and task scheduling.

## CONTACT INFORMATION

(123) 456-7890

email@example.com

City, ST, ZIP

## KEY SKILLS

- Gantt chart creation
- IT documentation
- Problem-solving
- Task prioritization

## PROFESSIONAL EXPERIENCE

IT Intern | Zenith Systems | Atlanta, GA | May 2023 to December 2023

- Assisted in the rollout of a company-wide IT ticketing system, improving response time by 30%
- Collaborated with team leads to identify and resolve project bottlenecks
- Created project schedules using MS Project, ensuring on-time delivery

Research Assistant | Georgia Tech | Atlanta, GA | August 2021 to April 2023

- Developed IT resource allocation models for student-led initiatives
- Delivered weekly progress reports to stakeholders, enhancing transparency and accountability
- Conducted workshops for students, increasing engagement by 20%

## EDUCATION

Bachelor of Science in Information Technology

Georgia Institute of Technology | Atlanta, GA 2023 |

## CERTIFICATIONS

Certified Associate in Project Management (CAPM) | PMI | 2024