(123) 456-7890 | jamesparker@example.com | LinkedIn | Portfolio | Boston, MA 02108

James Parker

Entry-Level IT Project Manager

An IT professional with entry-level experience in project management, Agile methodology, and cloud computing. Adept at assisting senior IT professionals in executing technology solutions and managing project timelines. Strong ability to collaborate with cross-functional teams and support IT initiatives.

EDUCATION

Bachelor of Science (B.S.) in Computer Science | Boston University, Boston, MA
May 2023

KEY SKILLS

- Agile methodology
- Cloud computing
- IT project coordination
- Risk assessment
- Stakeholder communication

PROFESSIONAL EXPERIENCE

IT Project Coordinator
TechWave Solutions, Boston, MA | June 2023 – Present

- Assist IT project managers in planning, scheduling, and executing IT infrastructure projects
- Support system migrations and cloud adoption efforts for corporate clients, reducing downtime by 30%
- Prepare reports, track project milestones, and communicate updates to key stakeholders

IT Intern
Innovatech Solutions, Boston, MA | September 2022 – June 2023

- Provided technical support for IT projects, including network upgrades and software implementations
- Assisted in risk assessments and IT documentation to streamline system operations

CERTIFICATIONS

- Certified ScrumMaster (CSM), Scrum Alliance, May 2023