RUFUS STEWART

IT Senior

# PERSONAL PROFILE

I am an experienced project manager who is looking for a full-time job in order to enhance my skills and gain more experience and knowledge.

# CONTACT DETAILS

Home: 123-456-7890

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[hello@reallygreatsite.com](mailto:hello@reallygreatsite.com) [www.reallygreatsite.com](http://www.reallygreatsite.com/)

123 Anywhere Street, Any City, State, Country 12345

WORK EXPERIENCE

## VP of IT

### Highlands Construction Firm | 2015 - Present

I work closely with upper management to make sure that the scope, direction, and budget of each project is on schedule and in line with the proposals.

## Project Manager

### Madman Design House | 2014 - 2015

I assisted all senior consultants with project budgeting, creation and planning to ensure that the projects stayed in line with the given proposals.

# TECHNOLOGIES

* Event planning
* Project management
* Strong communication and interpersonal skills
* Fast learner
* Team player
* Hard working
* Motivated and dedicated

# ACADEMIC PROFILE

## Pink Lake University

### AAS in Business Management, Class of 2014

* President for Pink Lake University's Student Business Organization
* Contributor for The Pink Lake News
* Member of the Architecture Appreciation Society

PROJECTS

I am multilingual and can speak natively in English, French, Spanish, German, and Italian. I am also an avid reader, writer, and nature photographer.

## Pink Lake High School

Graduated Class of 2010

### Valedictorian

* President, PLHS's Accounting Club
* Vice President, Digital Arts and Media Organization
* Member, Math Team
* Member, Environmental Society