

Maxine Curry

IT Manager

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PERSONAL SUMMARY

A much experienced IT Manager who can keep a business running smoothly by quickly resolving any complex hardware, software, infrastructure and server issues. Maxine has the ability to deliver high-quality results and is someone who is always be on the lookout for ways to improve things. She has a firm grasp of industry-standard IT programme management techniques, as well as possessing all the relevant qualifications needed for this position. As a born negotiator she can easily talk through disagreements between different parties. Right now she is looking for an opportunity to build a career with a company that has a friendly and flexible working environment.



CAREER HISTORY

Insurance Company - Coventry

IT MANAGER Sep 2014 – Present

Responsible for leading a team of experienced Information Technology specialists and advising the business on technology related matters and how it can improve existing IT operations.

Duties:

- Putting together cost estimates, human resource requirements, work plans and time schedules for IT projects.
- Leading the IT Support team in implementing new systems/upgrading old ones & also solving complex problems.
- Leading the design & implementation of new technology in the company as determined by its requirements.
- Ensuring that the IT team is always focused on the company's IT requirements & delivers an outstanding service.
- Keeping an eye on all the businesses IT setup by tracking, monitoring and reporting on company operations.
- Drawing up the company's IT budget in consultation with all business divisions, senior managers and key staff.
- Identifying staff development and training needs and then putting together bespoke training packaged for them.

Marketing Company - Coventry

DUTY MANAGER

Jun 2012 - Sep 2014

Distribution Company - Leeds

TRAINEE MANAGER

Jan 2010 - Aug 2012

PROFESSIONAL SKILLS

Management

- Have a sufficient level of technical expertise to be able to troubleshoot IT issues and effectively manage IT staff.
- Possess a strong sense of urgency and always moving fast to resolve important issues that require immediate action.
- Identifying Information Technology process improvement opportunities to drive efficiency through the operation.
- Thorough knowledge of infrastructure issues, data processing and data communications concepts and services.
- Keeping up to date with latest trends and new technologies in the fields of software, hardware and also servers.
- Ability to use programming procedures and techniques in the implementation of server and hardware upgrades.

Personal

- Open minded and have the ability to see the big picture not matter how complicated or confusing things get.
- Adhering at all times to the strictest interpretation of all relevant Codes of Practise and Professional Conduct.
- Superb communication skills & able to develop good working relationships with colleagues and other managers.

ACADEMIC QUALIFICATIONS

South East University 2006 - 2009

Business Management Degree

North East College 2005 - 2006

Diploma in Management

Sparkbrook College 2004 - 2005

Diploma in Business Administration

Sparkbrook College 2004 - 2005

Diploma in Marketing

Coventry School 2000 - 2004

A levels: Maths (A) English (B) Technology (B) Science

REFERENCES - Available on request



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