

# ANKITA TIWARI

## IT MANAGER

Highly motivated and results-oriented IT professional with 4 years of experience in network administration, system management, and user support. Proven ability to lead and collaborate effectively, troubleshoot complex technical issues, and implement innovative solutions to improve efficiency and security.

### CONTACT

#### Phone

+91 987 654 321

#### Email

ankitra.tiwari@gmail.com

#### Address

#1, Ahmedabad, Gujarat

### SKILLS

- Network Administration
- System Administration
- Cloud Computing
- Project management
- Cybersecurity

### LANGUAGES

- English: Advanced
- Hindi: Proficient
- Gujarati: Intermediate

### HOBBIES

- Reading
- Cricket
- Music

### WORK EXPERIENCE

#### IT SUPPORT SPECIALIST

ABC Company | Ahmedabad, Gujarat

Jan 2022 – Jan 2024

Troubleshooted diverse user technical issues (phone, email, in-person). Ensured optimal computer system performance through hardware/software maintenance and optimization. Supported seamless IT infrastructure operation.

#### NETWORK ADMINISTRATOR

XYZ Company | Chennai, Tamil Nadu

Jan 2020 – Dec 2021

Ensured optimal network performance by proactively monitoring and troubleshooting diverse network components (routers, switches, firewalls, etc.), minimizing downtime and maintaining user productivity.

### EDUCATION

#### BACHELOR OF SCIENCE IN IT

Guru Nanak College | Chennai, Tamil Nadu

Jan 2016 – Dec 2019

#### DIPLOMA IN COMPUTER SCIENCE

LJ Polytechnic | Ahmedabad, Gujarat

Jan 2014 – Dec 2015

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**Robert T. Uda Mba Bs**



## **Resume Template Near Me:**

**Nursing Resume Templates and Job Guide by Nurse Sarah** Nurse Sarah, 2023-11-05 Nursing Resume Templates and Job Guide by Nurse Sarah This updated eBook guide template bundle will walk you step by step through the entire nursing job process You ll learn how to do the following Create a stunning resume and matching cover letter 16 professionally designed templates included with eBook that you will download the instructions on how to download are found in the last chapter Ace your nursing job interview with the most common job interview questions includes sample answers Getting letters of recommendation putting together your nurse portfolio Tips for finding your first nursing job and getting hired fast Tips to transition from nursing student to new nurse talking to doctors common struggles etc Advancing in your career And more see table of contents As an extra bonus you will get in the eBook 3 of Nurse Sarah s cheat sheets common antidotes lab values and medication administration routes abbreviations Nurse Sarah BSN RN is the lead educator for the RegisteredNurseRN brand Her YouTube channel has over 2.6 million subscribers and hundreds of millions of views from around the world

**Resumes That Pack a Punch!** Robert T. Uda Mba Bs, 2006 Resumes That Pack a Punch is about preparing powerful resumes and cover letters that pack a punch It includes principles strategies and tactics for writing winning resumes cover letters and bullets that grab attention hook the reader and wow hiring managers into calling you for an interview Resumes That Pack a Punch will open eyes cause outside of the box thinking and promulgate paradigm shifts Resumes That Pack a Punch works hand in hand with three of the author s previous books as follows Career Quest for College Graduates Developing a Successful Career by Leveraging Each of Your Jobs Career Quest for College Students Career Development for Those Who Plan to Have a Successful Career What Hue Is Your Bungee Cord Job Searching Strategies for Those Over 40 Years of Age If you learn internalize and apply all of the principles enclosed in this book you will be well on your way to preparing resumes and cover letters that will surely generate calls for interviews Much of the material in Resumes That Pack a Punch resulted from answering student questions from courses on Career Development which Bob Uda taught at the California State University at San Marcos CSUSM during four semesters of 2004-2005

**Back to Work** Daniel Seitz, 2021-10-18 Back to Work is a comprehensive how to guide that will help anyone find and successfully attain the job or career they want Whether you just lost your job or are seeking a change in careers the information in this book will teach you easy and affective strategies that can be applied to your job search Readers will learn about networking strategies job search techniques constructing a professional work portfolio r sum development and easy to follow methods to help you nail your job interview Readers will also learn how to emotionally recover from the unexpected loss of a job and how to prepare for changing economic conditions Most importantly you ll acquire insight to cultivate the love passion and fulfillment you want from your job and career

**The 50% Rule** Erin Hatzikostas, 2024-10-01 I started to see that The 50% Rule was the thread and best kept secret that connects some of the most successful people products and companies in the world Erin

Hatzikostas Discover the power of half with this innovative new approach to authenticity and success In The 50% Rule award winning author and former CEO Erin Hatzikostas unveils the creative shortcut that has helped her and so many others go from underdog status to unmatched success in career and daily life The 50% Rule is a simple compromise Do things half normal half you and work half as hard for amazing results that are grounded in your authentic strengths In a guide that weaves together actionable advice compelling research and dynamic storytelling with a sprinkle of salty language you ll learn how to stop 100%ing your problems and start approaching them with the ease of 50% The 50% Rule is your loving kick in the pants to Mix old ideas with new ones and embrace all your weirdness to achieve innovation that feels true to you Do away with binary thinking for problem solving that addresses your needs and others Take what you need and nothing else from your friends coworkers and family s advice Go off the beaten path and have adventures to find unexpected solutions to personal business and creative challenges Whether you re applying The 50% Rule to the novel you re writing the product you re launching or even how you dress Hatzikostas shows you how The Rule will liberate you from life s mini hurdles and launch you to new heights God Save the Dork Sidin Vadukut,2016-08-15 Maestro management consultant and strategy guru Robin Einstein Varghese has been dispatched to London to the Lederman account Things in the mother country are not all tally ho as Einstein must make do with convoluted remuneration temperamental digestion and a bizarre conspiracy by museums all over the city to frustrate his every attempt to imbibe in high culture Just when things look like they can t get any worse Lederman threatens to shut down the project Once again Dufresne Partners turns to their most resourceful inventive original strategic out of the box thinking employee *Grease Your Job Finding Skids • Resume (PMT)* Dennis Buckmaster,2014-12-14 No more lame Sucky boring predictable resumes Gone are inane job title laundry lists chronological formats ridiculous job objectives It is time to become Bold Important The wordresume projects images of poor souls going from one office to another resume in hand asking pitifully Ya got any jobs Can I drop off my resume Better is the new Personal Marketing Tool PMT with connotations of confidence people representing a valuable product seeking the best match With all the Johnny come latelies career counselor wannabes in the field Who do you trust Dennis Buckmaster with 30 years experience guiding 30K clients in greasing the skids to their job finding through creative impactful and readable PMTs In a balanced plan grabbing employers attention setting the stage for your follow up interview and offer Dennis shares proven step by step method and PMT examples to spark your inner creativity **Resumes For Dummies** Joyce Lain Kennedy,2011-01-13 Write a winning resume and land that job interview Is your job search stalling out after you submit a resume but before you re offered an interview With a recession that has caused a 10% unemployment rate affecting 15.3 million Americans having a winning resume is vital to securing an interview and it demands a fresh look at how you write your resumes and market yourself Whether you re entering the job market for the first time looking for a new job after a lay off or changing careers Resumes For Dummies shows you the ropes and rules for a new era in recruiting and jobsearching

Instructions for writing an inclusive core resume Tips on targeting a known position or tailoring a resume to specific industries Common resume writing mistakes to avoid Updated with the latest information on privacy issues in the electronic age Resumes For Dummies is your go to guide for getting your foot in the door *FranklinCovey Style Guide* Stephen R. Covey, 2012-06-07 FranklinCovey Style Guide For Business and Technical Communication can help any writer produce documents that achieve outstanding results Created by FranklinCovey the world renowned leader in helping organizations enhance individual effectiveness this edition fully reflects today's online media and global business challenges The only style guide used in FranklinCovey's own renowned Writing Advantage TM and Technical Writing Advantage TM programs it covers everything from document design and graphics to sentence style and word choice This edition's many improvements include extensive new coverage of graphics writing for online media and international business English Through dozens of examples and model documents writers learn how to overcome writer's block and efficiently create documents from start to finish FranklinCovey's experts show how to get powerful results from every email add distinctiveness and power to any online presence write far more effective proposals letters memos reports and resumes and improve all forms of documentation from business procedures to highly technical content You'll learn how to quickly discover and prioritize the information you need whether you're planning a presentation leading a meeting or managing a project The authors reveal how to design visuals that communicate messages instantly and intuitively and use charts color illustrations maps photos and tables to supercharge any presentation Packed with up to the minute examples this A-Z guidebook can help you write more effectively no matter who you are whether you're a business or sales professional who must motivate and persuade a technical professional who must explain challenging content more clearly and accurately or a student who needs stronger writing skills to succeed in school and in your career The Official America Online for Windows Tour Guide, Version 1 Tom Lichty, 1993 **Career by Design** Sharon L. Hanna, 2005 For courses in Career Development Career Placement Employment Job Search and Career Counseling Exceptionally readable well illustrated and current the third edition of this unique presentation of career development techniques and skills emphasizes the necessity of communication and interpersonal skills Designing a successful career requires self awareness effective communication and strong interpersonal skills combined with the practical nuts and bolts of goal achievement throughout an entire career This book has all of it This explanation suggestion packed text also has a variety of thought provoking questions thinking doing activities It inspires and guides students to think creatively and critically rather than just engage in or accept a one way job hunt Up to date information and a research based approach make this a must have text Professional Resumes for Executives, Managers, and Other Administrators David Franklin Noble, 1998 Targets top management and offers practical application for using the resume as a key to success Contains more than 200 new resumes submitted by members of the Professional Association of Resume Writers **Resumes! Resumes! Resumes!**, 1997 Presents fifty sample resumes evaluated by recruiters and career

counseling professionals in a variety of fields and explains the documents strengths **Adventures of don Quixote de la Mancha. Tr. by Motteux. New, revised ed** Miguel de Cervantes Saavedra,1877 **The Federal Resume Guidebook** Kathryn K. Troutman,1999 Applying for a federal job or promotion no longer requires a lengthy lifeless form Instead applicants can emphasize their strengths skills and smarts in resumes that will hook hiring staff and make personal qualifications shine **Resumes for the Health Care Professional** Kim Marino,2000-04-13 Over 100 model resumes for doctors nurses therapists technicians dieticians and more Cover letter interview and job search tips Using the Internet online job searching and guidelines Create an impressive winning resume with the bestselling guide to getting a better job in America s fastest growing and fastest changing profession With new technology managed care and other developments the health care profession today is the scene of astonishing change new jobs are being created new skills are needed and job responsibilities are being redefined and expanded For almost a decade Resumes for the Health Care Professional has been the relied upon resource for professionals in health care Now it has been newly updated to help you take advantage of the opportunities and prepare for the challenges of finding the right job in the new competitive health care industry Featuring a no nonsense proven approach plus valuable inside tips and tricks expressly for the health care industry Resumes for the Health Care Professional provides Examples culled from the author s vast bank of health care resumes including egistered nurses technologists technicians therapists social workers and more Cover letter and thank you samples Special coverage of new job trends in the health care industry and how to take advantage of them Tips on writing the most effective electronic resume Lists of popular Internet career centers and Web sites for health care professionals Job titles and descriptions of key health care professions including health assessment and treating occupations and service technologist technician and diagnosing positions **Reports of Patent, Design, and Trade Mark Cases** ,1892 *Reports of Patent, Design, Trade Mark, and Other Cases* Great Britain. Courts,1889 **Printers' Ink** ,1963 **Writing Communications in Business and Industry** Nelda R. Lawrence,Elizabeth Tebeaux,1982 The design of love, by E.B. [In verse. With] Epitome George Williams Parker,1893

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