

Shellie Schmidt

IT Project Manager

PMI and CompTIA (ITF+) certified IT project manager with 6+ years of experience working across software development, marketing, and executive management departments. Awarded the Platinum Score of Excellence prize for 100% on-time and within budget delivery. Seeking to manage high-value projects while cutting costs and risks simultaneously for Caprica Systems.

Work History

2017-09 - 2022-03	IT Project Management Specialist <i>Netaid, Orlando, FL</i> • Oversaw the website's design refresh that boosted revenue by \$1.7M. • Continued to monitor the project team's performance throughout the project time to ensure quality deliverables. • Developed diligently crafted presentations to C-suite executives and stakeholders to communicate objectives and collect feedback. Key Achievement: Received the Platinum Score of Excellence Award in the Project Management category for 100% on-time and on-budget delivery.
2015-08 - 2017-09	IT Project Manager <i>AppleKit, Orlando, FL</i> • Used competitive analysis to develop the project's scope along with customer interviewing and feature requests. • Liaised between the development team, marketing, and executive management to properly resource each party involved. • Monitored the new features after the project closed to continue meeting KPIs.

Education

2015-09 - 2018-05	Information Technology <i>University of Florida, Gainesville, FL</i>
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Associations

International Project Management Association (IPMA), active member since 2018 • Launched and recorded a webinar series for young project management professionals to discuss the fundamentals of project management in the information technology industry.
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Certifications & Licenses

2021-10	Certified Project Management Professional, PM Institute
2021-02	CompTIA IT Fundamentals (ITF+), CompTIA

Personal Info

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Email shelliegarnett@gmail.com
LinkedIn linkedin.com/in/shellie.a.schmidt

Skills

Project management methodologies: Agile, Waterfall
Cost and risk management
UX/UI
iOS & Android operating systems
Strategic planning
Data analysis
Leadership
Time management
Communication
Prioritization

Software

Jira
Trello
MS Project
G-Suite
Visio

Languages

German—Bilingual proficiency	★★★★★★
Spanish—Advanced	★★★★★

Perfect Resume

Dan Clay



Perfect Resume:

The Complete Idiot's Guide to the Perfect Resume Susan Ireland, 2002-12 Includes tips on writing an effective resume creating an accurate yet impressive job statement networking using software programs and other resume technologies and making the most of your experience

The Complete Idiot's Guide to the Perfect Resume, 5th Edition Susan Ireland, 2010-01-05 Resume revamped for the times technology and the recession The recession has made finding a job harder than ever Everything now takes place online and a resume's preparation is different than even a few years ago This new edition has changed with the times focusing on what's most important in an electronic resume Full of successful resume samples and cover letters the book also focuses on the key words and phrases that will bring readers resumes to the top of the HR pile More than 100 samples of real life resumes and cover letters many of them new Founded in real life experience without the rigid resume writing rules of other guides Ideal for all job seekers from new grads to the laid off worker new mothers to senior citizens

The Perfect Resume Dan Quillen, 2016-10-04 HR Director and author of four job search books Dan Quillen shows readers how to craft an incredible resume that will get job seekers in the door Dan Quillen calls on his expertise as an HR professional and as one who lost and found a job in the toughest economic environment since the Great Depression to help his readers understand the New Economy and how to find work when many cannot The Perfect Resume second edition focuses on that most important tool in the job hunter's quiver the resume Quillen walks his readers through the technical aspects of resume writing but also helps them understand the tricks of the resume writing trade He teaches readers how to write resumes that end up in the hands of hiring managers not screened by gatekeepers and deposited in the recycle bin Topics covered The current economic environment You lost your job what do you do now The importance of a resume The mechanics of resume writing Three types of resumes and their uses Chronological Functional Combination One size doesn't fit all Targeting your resume Your resume template How to handle resume difficulties Gaps in employment Short term employment Lack of experience Section by section resume reviews New Appendix shows 10 different resume samples

How to Write the Perfect Resume Dan Clay, 2018-05-28 In today's brutally competitive job market it's more important than ever for your resume to stand out and capture the attention of potential employers Unfortunately most people go about this the wrong way In this step by step comprehensive guide Dan breaks down the exact method he's carefully developed over a period of ten years to develop rock solid resumes that get results no matter which job you're trying to land By following the principles outlined in this book you can turn your job search around and get one step closer to the job you've always dreamed of

The Complete Idiot's Guide to the Perfect Cover Letter Susan Ireland, 1997 Provides advice on creating effective cover letters and includes sample cover letters for such situations as following up a job interview thanking someone for a job offer and requesting information

[So Good Resume Can't Ignore You](#) Gyan Shankar, 2025-02-04 Want to craft a resume that gets noticed and lands interviews This expert guide written by a former

Corporate HR Head faculty member and seasoned consultant with an MBA from West Virginia reveals the secrets to making your resume stand out in a competitive job market With seven power packed chapters this book covers How to construct a winning resume Common mistakes to avoid Formatting a professional ATS friendly PDF resume Showcasing skills effectively Different resume types and when to use them Writing compelling cover letters Sample resumes and cover letters for real world success Whether you're a job seeker career changer or fresh graduate this book equips you with the strategies to create a resume that hiring managers can't ignore

The Perfect Resume Tom Jackson, 1990 Tells how to prepare a resume with samples and special advice for college students and women

The New Perfect Resume Tom Jackson, Ellen Perry Jackson, 1996 When published thirteen years ago The Perfect Resume was the best resume book on the market It transformed the old resume list of facts into a new model an opportunity for self expression and self promotion But today's perfect resume is not the same perfect resume of ten or even five years ago The New Perfect Resume provides the most effective strategies for dealing with the current shift away from good steady jobs to an era of temporary freelance and consulting positions In order to compete in today's business world where employers are more interested in a candidate's skills rather than experience and where no employment is guaranteed for life resumes must be highly customized and targeted to an employer with current or short term needs The New Perfect Resume shows readers how to Prepare a capabilities portfolio which focuses on a candidate's talents rather than the number of jobs they've held Write an internal resume that defines job responsibilities for those already with a job Use E Mail the talent banks of the Internet and electronic job searches Along with all these strategies The New Perfect Resume includes all the hallmarks of a great resume book including 50 samples of winning resumes easy to use drafting forms special resumes for recent graduates salary negotiation strategies and suggestions on how to write a perfect cover letter A classic in the field of career development The New Perfect Resume is sure to become the new standard upon which all other resume books are compared

Designing the Perfect Résumé Pat Criscito, 1995 Job seekers will find step by step instructions for creating an effective resume that presents their background and qualifications in the very best light They will learn the difference between functional and reverse chronological resumes and get advice on which style is best for their needs They'll also find tips on making the most effective use of type fonts graphic devices and attractive layout when preparing a resume as well as advice on creating electronic resumes Many different job categories are reflected in this book's 220 sample resumes which can be adapted and personalized for use by job seekers New in this are more than 100 new resume designs created by members of the National Resume Writers Association NRWA

The Perfect Resume Tom Jackson, 2004 Tackle the tough employment market and land the job you want Today more than ever it takes a powerful resume to open doors to the opportunities you seek Increasingly important as hiring systems change the right resume defines your objectives your talent and the unique benefits you offer Done right it also gets this information into the hands of the right decision makers Based on new research into hiring and staffing methods

executive search electronic screening systems and public and private job banks The Perfect Resume puts you ahead of the pack whether you are after your first job or a competitive senior slot Learn how today's employment process has radically altered the way resumes are used and jobs are filled Understand how to start from the roots of your values needs and desires not simply published help wanted listings Assess your key strengths capabilities and experiences and focus them toward the situations you want most Choose formats and delivery methods that are best able to penetrate electronic and bureaucratic prescreening systems and get interviews Use e mail and custom cover letters to spotlight your worth Review case histories showing how people with special needs adapted their resumes and letters to get heard Decide how to present yourself in a way that makes the most of your best *Designing the Perfect Resume* Pat Criscito, 2005-11-01 Job seekers will find step by step instructions for creating an effective resume that presents their background and qualifications in the very best light They will learn the difference between functional and reverse chronological resumes and get advice on which style is best for their needs They'll also find tips on making the most effective use of type fonts graphic devices and attractive layout when preparing a resume as well as advice on creating electronic resumes Many different job categories are reflected in this book's 220 sample resumes which can be adapted and personalized for use by job seekers New in this are more than 100 new resume designs created by members of the National Resume Writers Association NRWA *Perfect Resume Strategies* Tom Jackson, Ellen Perry Jackson, 1992 From the author of the 300 000 copy bestseller The Perfect Resume a unique catalog of sample resumes for the job seeker in need of practical models as well as the insight and inspiration to crack today's tough job market *Preparing the Perfect CV* Rebecca Corfield, 2007 Every job hunter needs an impressive CV that describes their educational and professional history A well prepared and individually tailored CV is invaluable and can greatly improve a candidate's chances of getting the job they want Preparing The Perfect CV provides all the answers about where to start This bestselling guide will be welcomed by job seekers of every age and calibre from school leavers to those wishing to return to work after a career break It demonstrates how different CVs can perform better at different levels of ability and types of work It analyses the content and presentation of a well prepared CV using examples to demonstrate what an asset a good CV can be Complete with new CV templates to get readers started and a comprehensive checklist of dos and don'ts *Perfect Phrases for Resumes* Michael Betrus, 2005-07-19 Whether it's interviewing for a job evaluating employee performance setting goals for the future or keeping customers happy the Perfect Phrases series has the tools for precise effective business communication Distilling complex ideas into specific phrases that diplomatically and honestly depict the concepts at hand this invaluable series provides Ways to enhance customer service in any business Dialogues and scripts to practice interactions with customers or employees tailorable to any industry or company culture The best answers to a wide range of interview questions Tips for documenting performance issues and conducting face to face reviews In this book packed with phrases organized both by skill and by profession job seekers at any level and in any industry will easily find the best wording

to craft outstanding resumes *The Hottest Resumes on Earth* Pasquale De Marco,2025-05-02 This book covers everything you need to know about resume writing from the basics to more advanced topics like keyword optimization and resume design Whether you re a recent graduate or a seasoned professional this book has something for you We ll show you how to write a resume that will highlight your skills and experience and help you land the job you want In this book you ll learn how to Write a strong objective statement Highlight your skills and experience Quantify your accomplishments Use keywords to get noticed Proofread and edit your resume Avoid common resume mistakes Tailor your resume to each job you apply for And much more The Hottest Resumes on Earth is the only resume writing guide you ll ever need With its expert advice and easy to follow instructions you ll be able to write a resume that will get you noticed and land you the job you want Don t wait another day to start your job search Order your copy of The Hottest Resumes on Earth today If you like this book write a review on google books *The Environmental Stewardship Toolkit* Anthony L. Williams,2012-03-29 A comprehensive one stop guide to environmental stewardship for golf courses and grounds This highly practical guide covers the full complement of tools green industry professionals need to create a successful environmental program on golf courses and grounds Written by a leading golf course superintendent and grounds manager The Environmental Stewardship Toolkit offers a comprehensive analysis of all relevant issues including environmental management resource management community engagement and document management The emphasis throughout is on the development of programs that are both sustainable and practical combining the protection and renewal of environmental systems with a workable business plan Regulatory issues as well as concerns of owners customers and the community at large are also addressed Clear pragmatic up to the minute coverage includes Numerous illustrations photos and customizable templates and checklists that readers can use in their own projects A system for sorting projects into green greener and greenest in order to tailor implementation for different budgets and project complexity An in depth look at site assessment water quality and conservation integrated pest management and wildlife habitat management Guidance for developing green public relations and communications skills to promote the project in the community Field tested procedures for building a state of the art documentation system for capturing organizing and disseminating information A must read for golf course superintendents irrigation specialists turfgrass specialists and grounds managers The Environmental Stewardship Toolkit is also useful for landscape architects and designers grounds owners developers builders contractors and anyone wishing to be on the cutting edge of sustainability in the green industry **RESUME SAMPLES 60 for IT & Others** Gyan Shankar,2024-07-24 This book contains sixty sample resumes for various IT and other job roles which are distinct for freshers and seniors This guidebook offers a new approach and a well marked path to the construction of an effective r sum in formats hiring managers prefer The opening chapter provides the different formats of resumes for freshers and seniors and explains each one and provides the information you need to ensure that you use the right format for your resume depending on your profile overall work history

and the type of job you're seeking The Job Closer Steve Dalton, 2021-04-20 The author of The 2 Hour Job Search shows you how to land your dream job from writing the perfect resume and cover letter to nailing any interview and negotiating your offer Steve Dalton's 2 Hour Job Search simplified the process of finding work by utilizing technology and now The Job Closer helps you seal the deal by applying his time saving techniques to the surrounding steps As a career consultant Dalton has found that job seekers routinely overinvest in trivial aspects of the employment hunt while underestimating the important ones In this guide you'll learn how to avoid wasted effort and excel in all areas by using tools such as The FIT Model which helps job seekers nail the answer to Tell me about yourself using principles from the world of screenwriting The RAC Model perfect for writing efficient cover letters and answering Why this company or job in an interview The CAR Matrix designed to help you craft compelling interview stories and deploy them in the most powerful way The Prenegotiation Call which takes the awkwardness out of asking for more and turns your negotiator from an adversary into a partner And many more The Job Closer will leave you with more time for networking making meaningful connections and showcasing your unique talents so your odds of success in landing the perfect job improve exponentially The Everything Resume Book Nancy

Schuman, 2008-03-01 A resume is like the first thirty seconds of a blind date one with a prospective employer That's all the time you have to get a hiring authority's attention and hopefully an interview A bad resume will absolutely eliminate you from the competition Building a strong resume is the single most important step in landing a new job The Everything Resume Book 3rd Edition is your one stop resource for crafting a resume that will highlight your skills and experience to get you the job you want This hands on guide offers helpful hints on format and presentation and includes the most up to date guidelines for using the Internet in your job search This completely revised and updated edition includes new information on Job boards and the best Web resources for job seekers Using resumes as a personal brand The advantages and disadvantages of video resumes Social networking sites in the job search Generation gap issues relating to resumes Resume blogs Bursting with more than 100 sample resumes for a wide range of professions this guide contains the information you need to command a prospective employer's attention and score that all important interview **101 More Best Resumes** Jay A.

Block, 1999-05-21 101 all new resumes from America's top resume experts Land your dream job with the perfect resume Jay A Block and Michael Betrus the experts behind the bestselling 101 Best Resumes have put together 101 More Best Resumes to give you the edge in today's fiercely competitive job market It's bursting with insights phrases and formats that generate high energy ways to sell yourself to employers You get examples of outstanding resumes for jobs in 70 different categories and for every level of skill as you pick up all the ingredients that every great resume must have You learn how to Create targeted resumes for specific jobs Compose a resume that builds your confidence Create a resume that meets the needs of today's employers You'll also find a special online resume formats and strategies 200 street smart tips for getting hired unconventional ways to find jobs tips for negotiating a higher salary writing action oriented cover letters and much much

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