**IT Assistant Manager Resume**

Carmen Morant   
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**Objective :** Experienced IT Assistant Manager looking for position with reputable organization.   
  
**Summary of Qualifications**   
  
Vast working experience in Computers and Windows support

Profound knowledge of project management   
Proficient with Microsoft Office   
Familiarity with call center related applications   
Ability to handle multi tasks   
Ability to communicate effectively   
  
**Experience**   
  
IT Assistant Manager, 2010 - Present   
Veredus Corporation - Durham, NC   
  
Recommended and implemented approved LAN/WAN policies and standards.   
Supported Office personnel on corporate applications.   
Created and executed proper backup and disaster recovery procedures.   
Managed IT within the regionally approved budget.   
Maintained baseline of IT security standard and policies.   
Provided IT solution and costing for RFP/RFQ submissions and system upgrades.   
  
**Educational Background**   
  
Bachelor's Degree in Computer Science, 2010   
Mills College, Oakland, CA   
GPA 3.23 (on scale of 4.0)