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SKILLS

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

LANGUAGES

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

HOBBIES

- Reading
- Cricket
- Music

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.

WORK EXPERIENCE



IT SUPPORT SPECIALIST

ABC Company | Ahmedabad, Gujarat

Jan 2022 – Jan 2024

Troubleshooting 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

Resume Template How To Tutorial

Larry Goldsmith



Resume Template How To Tutorial:

Google Resume: An Easy Guide to the Best Features Bill Stonehem, 2016-08-10 Since its inception the name Google has become synonymous with information and know how Users are able to tap into the mega search engine to ascertain details from the most minute to the most complex and be afforded a wealth of information In continuing the trend of meeting consumer needs the owners of Google have introduced Google Resume Google Resume is a professional resume building assistant that can be accessed and utilized for that all important resume creation The process is seamless and timely and the end result professional and trendy The new feature offers users a plethora of resume templates from which to choose This provides options that enable users to personalize the resume process selecting templates to complement the position being applied for as well as to suit their individual personality

How to Write & Design a Professional Résumé to Get the Job Dale Mayer, 2008 This book CD ROM guide arms job seekers with advice on writing and formatting different types of resumes and surviving the interview process It tells how to construct a resume in difficult situations such as a recent layoff spotty work history or criminal record and offers tips on specialty resumes for IT professionals self employed job seekers students executives and military personnel Worksheets case histories examples and a glossary are included The companion CD ROM contains about 30 real life resumes in Microsoft Word format so that readers can edit them to fit their needs

Building the Looking-Glass Resume Larry Goldsmith, 2014-01-10 Building the Looking Glass R sum is a r sum solutions book that shows you how to create the reflection of your job skills that can help you win the prized invitation to a job interview The book features the Jaazle R sum Template and Tutorial to guide you through the r sum building process so you can quickly and confidently create a professional looking r sum with powerful contents Building the Looking Glass R sum is for all job seekers from entry level to senior executives or those in career transition The book includes solutions to the most difficult r sum concerns questions and technical issues

Google Resume 2017: An Easy Guide to the Best Features Gack Davidson, The name Google has long been associated with technology and a platform that you can trust for anything It has a wealth of information and users can get up to the minute information to them with a simple search The developers of Google have extended the platform and have now created a platform called Google Resume Essentially it is a platform that is used to produce a professional resume by helping the user to do this It is effortless and helps the user to produce a resume in a short amount of time There are many resume templates that are professional and trendy from which the user can choose It is quite easy to choose and modify any one of the templates so it can match your individual taste This book will seek to introduce the reader to this platform and let them become knowledgeable of what can be done when using this service

Top Secret Resumes and Cover Letters: The Complete Career Guide for All Job Seekers, Updated Fourth Edition Steven Provenzano, 2021-03-25 Newly revised and updated this is the industry standard for executives and professionals in all major industries and includes a free resume review by the author Steven Provenzano is President of ECS Executive Career Services

and DTP Inc ECS is a team of certified experts specializing in career marketing at all income levels Mr Provenzano is the author of ten highly successful career books including Top Secret Resumes Cover Letters 4th Ed the Complete Career Marketing guide for all job seekers He is a CPRW Certified Professional Resume Writer a CEIP Certified Employment Interview Professional and has written or edited more than 5000 resumes for staff managers and executives at all income levels during his 20 years in career marketing and corporate recruiting His team is so highly regarded they were selected to write more than 1500 resumes for all of SAP America s domestic consultants Steven has appeared numerous times on CNBC CNN WGN NBC ABC in Chicago in the Wall Street Journal Chicago Tribune Crain s the Daily Herald and on numerous radio programs His work is endorsed by Chicago Tribune career columnist Lindsey Novak as well as top executives from the Fortune 500 including Motorola Coca Cola and other firms You may email your resume direct to the author for a free review to the email provided on the back cover

The Ferguson Guide to Resumes and Job Hunting Skills Maurene J. Hinds, 2005 Presents a guide to preparing a r sum and conducting a job search including information on looking beyond classified ads creating a r sum writing cover letters and interviewing for positions

The Damn Good Resume Guide, Fifth Edition Yana Parker, Beth Brown, 2012-05-22 One of the best selling resume books of all time and a trusted resource for job seekers for nearly three decades this edition of The Damn Good Resume Guide has been completely revised and updated for today s marketplace One of the best selling resume books of all time and a trusted resource for job seekers for nearly three decades this edition of The Damn Good Resume Guide has been completely revised and updated for today s marketplace The Shortest Distance Between You and Your Next Job For hundreds of thousands of job seekers The Damn Good Resume Guide has been the go to resource for writing and refining their resumes to damn near perfection Filled with savvy advice and written in a straightforward user friendly style The Damn Good Resume Guide will help you zero in on that dream job then craft a winning resume that gets your foot in the door This tried and true best seller has been fully revised and updated for today s job market including Contemporary sample resumes all of which landed interviews with job objectives running the career gamut from line cook to sales manager school principal to software engineer Tips on creating a functional chronological or hybrid resume and advice on choosing which format is best for you What to include and what to leave out of your resume so you get the job you really want Smart ways to deal with gaps in your work history and other less than ideal resume scenarios Instructions for writing cover emails and submitting resumes electronically How to set up and excel at an informational interview Advice for formatting polishing and proofing your resume so that it stands out in the right way And much more Follow Parker and Brown s ten easy steps and you ll be well on your way to a smart effective and thoroughly modern resume a resume that makes you look good and produces results

The Graphic Designer's Guide to Portfolio Design Debbie Rose Myers, 2011-11-03 This book is developed to provide students with everything they need to know to make the transition from design student to design professional It provides step by step instruction for creating professional portfolios both traditional

and digital Interviewing tips sample resumes and cover letters and action verb lists help students prepare for their job search The second edition includes new sample portfolios robust case studies and updated information on digital portfolio trends and techniques

Your Amazing Resume Jeffrey Kontur,2015-10-26 There is more to an amazing resume than most people realize A lot more In just eight easy lessons I ll walk you through a dizzying array of tips and tricks that will have your resume looking amazing and ultimately help you land the job of your dreams Learn master secrets that will give you an edge over other job seekers and get your resume put into the to be looked at stack far more often

STEP-BY-STEP RESUMES For All Human Resources Entry-Level to Executive Positions Evelyn U Salvador, NCRW, JCTC,2020-05-15 Book Delisted

Getting Into Graduate School Gregory J. Privitera,2014-07-15 In this exciting new book experienced author professor and teacher Greg Privitera 2013 Advisor of the Year at St Bonaventure University and recipient of the SBU Award for Professional Excellence in teaching in 2014 draws on his extensive expertise to give students a step by step plan for success in preparing for and applying to graduate school Broad in scope and rich in detail Getting Into Graduate School includes insights into how graduate school selection committees decide on candidates a concrete freshman to senior year plan and samples of application materials resumes and cover letters This empowering book provides everything students in psychology and the behavioral sciences need to map their course to academic and professional success

No-Nonsense Resumes Arnold G. Boldt,Wendy Enelow,2025-09-12 For the first time ever here s a resume book that clears away the clutter and gets down to the brass tacks of what it takes to write and design a resume that will get you interviews and job offers Authors and professional resume writers Wendy Enelow and Arnold Boldt share their insights knowledge and more than 35 years of combined experience to help you prepare a resume that will get you noticed not passed over No Nonsense Resumes begins with a thorough but easy to understand explanation of the key elements that are vital to creating an attention grabbing resume including how to Strategically position your resume Showcase your skills and achievements Format and design a professional looking resume Select and integrate key words Prepare and distribute your electronic resume Subsequent chapters offer specific tips on creating winning resumes for job opportunities in virtually every profession Administration Accounting Banking Government Health Care Hospitality Management Human Resources Law Enforcement Manufacturing Sales Marketing Skilled Trades and Technology Science Engineering Included in each chapter are sample resumes contributed by leading resume writers and career consultants worldwide

Layoff Time Training Randall B. Ripley,Robert W. Glover,United States. Bureau of Labor Statistics,United States. Employment and Training Administration,1977

Database and Expert Systems Applications Christine Strauss,Gabriele Kotsis,A Min Tjoa,Ismail Khalil,2021-08-31 This two volume set LNCS 12923 and 12924 constitutes the thoroughly refereed proceedings of the 5th International Conference on Database and Expert Systems Applications DEXA 2021 Due to COVID 19 pandemic the conference was held virtually The 37 full papers presented together with 31 short papers in these volumes were carefully

reviewed and selected from a total of 149 submissions The papers are organized around the following topics big data data analysis and data modeling data mining databases and data management information retrieval prediction and decision support

Vault Guide to Resumes, Cover Letters & Interviews Howard Leifman, Marcy Lerner, Vault (Firm), 2003 From writing top notch resumes and sending tailored cover letters to going on winning interviews this best selling Vault guide is a comprehensive one volume job search source

Active Learning: Theoretical Perspectives, Empirical Studies and Design Profiles Robert Cassidy, Elizabeth S. Charles, James D. Slotta, Nathaniel Lasry, 2019-07-11 This book represents the emerging efforts of a growing international network of researchers and practitioners to promote the development and uptake of evidence based pedagogies in higher education at something a level approaching large scale impact By offering a communication venue that attracts and enhances much needed partnerships among practitioners and researchers in pedagogical innovation we aim to change the conversation and focus on how we work and learn together i e extending the implementation and knowledge of co design methods In this first edition of our Research Topic on Active Learning we highlight two of the three types of publications we wish to promote First are studies aimed at understanding the pedagogical designs developed by practitioners in their own practices by bringing to bear the theoretical lenses developed and tested in the education research community These types of studies constitute the practice pull that we see as a necessary counterbalance to knowledge push in a more productive pedagogical innovation ecosystem based on research practitioner partnerships Second are studies empirically examining the implementations of evidence based designs in naturalistic settings and under naturalistic conditions Interestingly the teams conducting these studies are already exemplars of partnerships between researchers and practitioners who are uniquely positioned as in between straddling the two worlds As a result these publications represent both the rigours of research and the pragmatism of reflective practice In forthcoming editions we will add to this collection a third type of publication design profiles These will present practitioner developed pedagogical designs at varying levels of abstraction to be held to scrutiny amongst practitioners instructional designers and researchers alike We hope by bringing these types of studies together in an open access format that we may contribute to the development of new forms of practitioner researcher interactions that promote co design in pedagogical innovation

Next Steps Nedra Klee Hartzell, 1997

Recent Developments in Recruitment and Selection Kristina Potočnik, Neil Anderson, Marise Ph. Born, Martin Kleinmann, Ioannis Nikolaou, 2024-10-04 This book brings together top recruitment and selection scholars to discuss recent challenges in employee recruitment and selection underpinned by research evidence from different European countries Broadly speaking recruitment and selection are concerned with attracting qualified candidates to apply for available jobs and selecting the best ones from the pool of available candidates As such they are critical to any business Numerous toolkits and best practice guides exist to help recruiters navigate different stages of recruitment and selection However traditional recruitment and selection practices should be adjusted to respond to diverse

challenges in the current and future world of work related with increased volatility uncertainty complexity and ambiguity Specific examples of these challenges are related with the accelerated use of technology and artificial intelligence as well as more flexible work practices such as hybrid and platform based work The chapters in this volume cover the use of technology and gamification applicant discrimination and stigmatization and applicant reactions to technology mediated selection methods among others This book is the ideal text for students scholars and researchers of HRM Business and Management and Organizational Psychology It will also interest practitioners and professionals in the field The chapters in this book were originally published as a special issue of European Journal of Work and Organizational Psychology Handbook of Research on Future of Work and Education: Implications for Curriculum Delivery and Work Design Ramlall, Sunil,Cross, Ted,Love, Michelle,2021-10-08 Higher education has changed significantly over time In particular traditional face to face degrees are being revamped in a bid to ensure they stay relevant in the 21st century and are now offered online The transition for many universities to online learning has been painful only exacerbated by the COVID 19 pandemic forcing many in person students to join their virtual peers and professors to learn new technologies and techniques to educate Moreover work has also changed with little doubt as to the impact of digital communication remote work and societal change on the nature of work itself There are arguments to be made for organizations to become more agile flexible entrepreneurial and creative As such work and education are both traversing a path of immense changes adapting to global trends and consumer preferences The Handbook of Research on Future of Work and Education Implications for Curriculum Delivery and Work Design is a comprehensive reference book that analyzes the realities of higher education today strategies that ensure the success of academic institutions and factors that lead to student success In particular the book addresses essentials of online learning strategies to ensure the success of online degrees and courses effective course development practices key support mechanisms for students and ensuring student success in online degree programs Furthermore the book addresses the future of work preferences of employees and how work can be re designed to create further employee satisfaction engagement and increase productivity In particular the book covers insights that ensure that remote employees feel valued included and are being provided relevant support to thrive in their roles Covering topics such as course development motivating online learners and virtual environments this text is essential for academicians faculty researchers and students globally **The Teen's Ultimate Guide to Making Money When You Can't Get a Job** Julie Fryer,2012 Making money is not about pinching pennies and cutting back on your cash flow It is about making smart decisions The Teen s Ultimate Guide to Making Money When You Can t Get a Job will put you on the right track to start earning your spending money even if you cannot land one of those traditional first jobs You will learn how to start exploring other options such as pet sitting babysitting and tutoring You will also grasp just how to leverage the Internet to help you make money by taking paid surveys blogging or even teaching your parents and their friends how to use social networks like Twitter and Facebook Most

importantly you will discover how to take your hobbies and turn them into your personalized income generator

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