

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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Scott C. Dulebohn



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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 *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 [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 [Design Portfolios](#) Mark W. Smith,2023-03-08 Unique perspective of a seasoned designer and veteran A E industry recruiter regarding what design industry recruiters actually look for in a Design Portfolio Design Portfolios A Recruiter s View provides a student friendly guide written from the perspective of a designer and design industry recruiter on what recruiters look for as they review a design portfolio It shows students how to create a professional quality portfolio that will get them to that all important next step in the recruiting process the interview Using a unique plan of action The Four S s the book presents an organizational mindset focused on the added value of telling your Story revealing your Style proclaiming your Substance and Sharing your uniqueness effectively In today s competitive market a winning portfolio is much more than a simple accounting of digital skills and volumes of high resolution graphics This book shows students what recruiters really value and how to ensure their portfolios make the right impression Design Portfolios A Recruiter s View explains How to develop a memorable organizational approach around story style substance and sharing and create a winning portfolio Answers to the key questions students ask to fill in gaps in their academic instruction Real examples of resumes cover letters and portfolios that reveal what is needed for success Years of big picture insight gained from actual portfolio reviews during the author s time as a designer and recruiter Aimed at the inexperienced design student rather than the practicing professional Design

Portfolios A Recruiter's View is an easy to understand and constructive guide that is incredibly helpful to young designers with project histories that consist only of academic and internship work *Motivated Resumes & LinkedIn Profiles* Brian E. Howard, 2017-11-01 Book Five in Motivated Series by Brian E Howard Resumes are the cornerstone to any successful job search and this resource gives you unprecedented insight and advice from more than a dozen of the most experienced and award winning resume and LinkedIn profile writers in the industry Get inside the minds of these writers to learn how to create impactful materials that get you interviews and job offers Learn how they think about keywords titling branding accomplishments format color design and a host of other resume writing and LinkedIn profile considerations Become an insider and learn the secrets from some of the very best [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 word resume 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 **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 *My Career Mentor & Me* Dr. Michael V Mulligan, 2018-12-05 Helping Young Professionals Chart Stay on the Right Career Path Dr Mulligan's book is a significant contribution to higher education and the work place Students in college and recent college graduates at work can identify and obtain a Career Mentor connected either to the college their employer or family and use The Route 5 Career Pathway Plan in this book to help them chart and stay on the right career path Dr William V Muse Past President of the University of Akron President of Auburn University and Chancellor of East Carolina University Dr Mulligan wrote My Career Mentor Me to provide a process that the Career Mentor can use to help the young professional mentee chart the right career path prepare for and obtain targeted positions be the best in their positions and manage a successful and rewarding career journey Dr Mulligan divided this manual into four sections The first section of the book defines a mentor and discusses The Triangle Mentoring Team concept The first mentor is the Family Support Mentor helps

find Career Mentor and provides support The second mentor is the Career Mentor college advisor college alum company manager or The third is the Specialty Mentor who provides information and help in completing tasks The second section describes the three stages of the One On One Performance Facilitation and Helping Process that the Career Mentor and mentee will execute The third section asks the Career Mentor and mentee to execute the three stages of the One On One Performance Facilitation and Helping Process The first stage calls for developing a working relationship The second stage asks the Career Mentor and mentee to develop the Route 5 Career Pathway Plan The third stage asks the mentee to complete tasks to meet the growth objectives of the Career Pathway Plan The fourth section asks the mentee to review their Route 5 Career Pathway Plan with the Family Support Mentor make necessary changes and then work with the Career Mentor to meet the growth objectives of the Plan Over 12 self assessments are in the book plus a partnership contract for the Career Mentor and mentee to sign

101 Career Myths Debunked Elizabeth L. Campbell, 2022-08-01 What if everything you know about careers is false Bombarded by toxic misinformation about unemployment and failing career prospects job hunters are often halted by fear 101 Career Myths Debunked is essential reading for college students job hunters and career changers to discover the myths holding them back and reveal the surprising truths and practical steps that will set them on the path to career success Written by a counseling psychologist and career psychology expert 101 Career Myths Debunked is your personal career coach and ultimate planning guide This easy to use workbook will show you how to boost your confidence and build a life you love It walks you through the entire career development process and helps you deal successfully with everything you need to consider You ll learn practical new ways to move forward from your present uncertainty into a promising future

The Engineer's Career Guide John A. Hoschette, 2010-04-26 This is the most complete career resource guide book for engineers dealing with the non technical side of engineering It provides career advice for engineers at all stages of their careers whether newly graduated mid career or soon to be retired This book provides many real world practical proven common sense career tips supported by actual work and experiences examples Tips deal with problems the engineer may encounter with supervisors co workers and others in the corporation The book provides step by step guidance on how to deal with career problems and come out ahead

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 **Ask the Experts: How Did You Get a Bar Job?** Scott Young,2016-11-09 Increase your chances of getting Hired None Of Us Is As Smart As All Of Us Eric Schmidt Who better to learn from than longtime industry Pros that each have countless real life experiences and stories from both sides of the situation on exactly this topic Why Limit Yourself To 1 Author When You Can Learn From Our Huge Team Of Experts Un Censored Stories Of Their Successes Failures Thoughts On Why Things Happened The Way They Did and what you should and should not do This book Is Helpful To ANYONE Who Wants To Get A Job In The Service Industry For ANY Job Title Topics Include What Increases The Odds Where To Apply How When To Ask For A Raise Promotion Better Shifts Cruise Ships Resumes How to make it great The Interview Best worst experiences and why Popular Questions Managers ask Good Answers The Deployment Toolkit Janelle B. Moore,Don Philpott,2016-07-08 Deployment comes in many forms and serves many purposes Any separation from loved ones is an emotionally difficult time for all concerned especially when children are involved but separation is now a modern day military reality Those unfamiliar with the military may not understand the nuances of short term versus long term deployments Those that do rarely gain exposure to successful strategies for handling deployments when family such as young children disabled or other special circumstances are also involved As a result military families must learn to adapt to long distance relationships as well as how to adjust and positively cope with separations for various training deployments and real life exercises The Deployment Toolkit Military Families and Solutions for a Successful Long Distance Relationship covers the basic challenges military families may face before during and after deployment At times the added stresses of military life often make things seem overwhelming Luckily the military is a huge family with scores of support groups both official and unofficial to help families prepare for separation and the stresses associated with the long absences Janelle Moore and Don Philpott provide an easily accessible self help guide to dealing with and understanding deployment The authors identify the different types of separations and deployments emotional adjustments involved and resources available to families in the military The Deployment Toolkit is essential reading for those families who need a guide through the modern day reality of military deployment and separation

The Pocket Mentor for Game Community Management Carolin Wendt,2023-12-20 Want to work in community management in the games industry Then this is the book for you Filled with practical advice and real world examples this guide offers a comprehensive introduction to building and nurturing vibrant gaming communities fostering engagement and handling challenges along the way This book covers everything from the education you ll need how to look for and apply for

job opportunities and the studio interview process itself. It also includes tips and advice for what to do once you're in the role with chapters covering strategy, project management, accessibility, and dealing with trolls and toxicity. This book features insights from interviews with dozens of community managers, distilling their expertise into actionable advice. Drawing from recent job listings and seasoned community professionals' experiences, it offers a comprehensive skill set that reflects the dynamic demands of community jobs in the gaming industry. This book will be of great interest to all beginner and aspiring games community managers.

Working 101 W. D. Mayberry, 2023-01-27 The 101 Series aims to help people with their goals, aspirations, confidence, while maintaining focused motivation with the right attitude. Working 101 offers advice and ideas that are particularly useful for launching a career and finding employment, and it does so in a way that is both practical and motivational.

Creating a Successful Graphic Design Portfolio Irina Lee, 2021-01-14 Being able to present yourself and your work in the best way possible is a necessary skill that all new designers must master before embarking on a career, be it freelance or working within a design firm. The author provides practical advice combined with insights and personal stories from leading design professionals. The book focuses on the practical aspects of creating a great portfolio, such as what potential employers or clients look for in a portfolio, how to present yourself, dealing with criticism, replying to tough interview questions, and more. A unique chapter called Portfolio Workshop or Portfolio Clinic includes sample spreads from portfolios, good and bad, with critiques and helpful commentary from leading designers. The author also includes templates for cover letters, CVs, etc. Finally, a Toolbox section will include sample prompts for frequently asked interview questions and a short section on running your own freelancing practice. All in all, everything to encourage and advise the new designer.

Knock 'em Dead Resumes Martin Yate, 2016-11-04 A killer resume gets more job interviews.

Brilliant Microsoft Expression Web Steve Johnson, 2007 Written by Steve Johnson, this book allows readers to master the new Microsoft Expression Web Designer package.

Unveiling the Magic of Words: A Report on "**Resume Template Near Me**"

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