

GEORGE TOMAS

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PROFILE

PROJECT MANAGER with PROVEN ABILITY to INITIATE PROCESS and TECHNOLOGICAL IMPROVEMENTS:
DEMONSTRATED SUCCESS in FAST-PACED CORPORATE and ACADEMIC SETTINGS

- DESIGNED AND LED IMPLEMENTATION OF STRATEGIC TECHNOLOGY PLAN AND WIRELESS CAMPUS
- CONCEIVED OF AND MANAGED TECHNOLOGY MENTORSHIP PROGRAM
- INITIATED OPERATIONAL METHODS, EXPEDITED PROCESSES, IMPROVED SERVICE, RAISED MORALE

CORE COMPETENCIES - TECHNICAL PROFICIENCIES

PROJECT MANAGEMENT METHODOLOGY/DOCUMENTATION	LAN ADMINISTRATION
CROSS-FUNCTIONAL OPERATIONAL LEADERSHIP	VENDOR RELATIONS
MS OFFICE PROJECT	WINDOWS XP, SERVER 2000/03
GROUP POLICY MANAGEMENT	EXCHANGE SERVER
ACTIVE DIRECTORY	VERITAS BACKUP EXEC

EDUCATION - PROFESSIONAL AFFILIATIONS

PROJECT MANAGEMENT CERTIFICATION		
Pennsylvania State University, Abington, PA		MAY 2007
MICROSOFT CERTIFICATIONS: Windows NT Workstation, Windows NT Server, Windows NT Server Enterprise		
Bucks County Community College, Newtown, PA		JULY 1999
BACHELOR OF SCIENCE, BUSINESS ADMINISTRATION		
The National Technical University, Buenos Aires, Argentina		MAY 1987
PROJECT MANAGEMENT INSTITUTE		MAY 2007-PRESENT
ASSOCIATION OF DELAWARE VALLEY INDEPENDENT SCHOOLS		SEPTEMBER 2000-PRESENT

CAREER HISTORY - SELECTED ACCOMPLISHMENTS

DIRECTOR OF TECHNOLOGY	BUCKS FRIENDS SCHOOL, BUCKINGHAM, PA	2000-PRESENT
CLIENT SERVICES MANAGER	GOLD-BAR JEWELS, MCCLEAN, VA	1998 - 1999
OPERATIONS MANAGER	COOL-TEAM, MCLEAN, VA	1996-1998
INVENTORY CONTROL SUPERVISOR	SUZWEAR, MCLEAN, VA	1989-1996

TECHNOLOGY & PROJECT MANAGEMENT

Assumed varied and progressively responsible positions with The Bucks Friends School, a progressive and alternative secondary school that caters to families with high expectations for student outcomes. Fulfilled additional roles as Spanish language and technology instructor; student advisor and mentor.

- Spearheaded 5-year Strategic Technology Plan: earned widespread support from administration, staff, and families; reinvigorated image/brand of school, resulting in increased enrollment; enrollment increased 10%
- Negotiated with vendors and internal stakeholders to achieve 400% increase in IT infrastructure capacity.
- Initiated Technology Mentorship program, resulting in student engagement and cost savings of > 25%.
- Designed computerized grading and reporting system, increasing transparency and efficiency.
- Developed and implemented computer usage policies and manual for all internal stakeholders.

OPERATIONS & PROCESS MANAGEMENT

As first-line supervisor/mid-level manager with high-end retail operations, earned respect and confidence of customers, employees, and management team. Collaborated with and trained others to realize efficiencies:

- Implemented merchandise tracking systems that produced 30% increase in efficiency; adopted nationwide.
- Created innovative hourly employee incentive program, resulting in improved retention and productivity.
- Redesigned customer service tracking and reporting forms, resulting in significant improvement in service.