

### Summary Sheet Example

Reasons Why- Joe C.

- A technical IT Manager with both a bachelor of CS and MBA from IIT. Can step in as a Director, VP or CIO of smaller organization. Current level is Director/VP.
- Over 15yrs industry and over 10yrs proven IT management within the vertical market of equities trading & clearing (Financial Services).
- A highly respected top manager with one of the most successful Equity Derivatives Clearing Companies in the world, prior proven track record of successful management at the ABC CO. Implemented multiple successful projects for both companies. Stellar management skills, in fact current boss describes him as "his best manager."
- Versatile IT manager that has a proven track record within all major IT departments: Application development (Major Trading System at ABC CO., Major Clearing System Currently), Data base administration, Unix Systems, Tandem system administration, Disaster Recovery, IT Controls, Change management, Configuration management, Enterprise Operations, Security, Audit (SEC 'Securities and Exchange Commission' Regulations), Problem and Incident management, Capacity Planning, Production, Data Center management, Vendor management, and System provisioning.
- Available for immediate interview and hire. Compensation expectations are realistic within industry standards, open and flexible to different IT management levels.
- Impeccable references:  
What other people have said about Joe:

Ron B. / Relationship: Boss

"I would rank Joe as my best Manager last year (2005)"

"Staff Enjoyed working with Joe"

"Joe has the ability to get team of people focused, get to root causes of production issues, develop solutions and get implemented"

"Excellent job at follow up with Audits (regulated by SEC)"

"Diligent in completing tasks"

"Instrumental in getting all areas in order and on board"

"Joe is a Management leader, excellent at growing rookie management into successful managers"

"Joe Delivers projects within budget and on time"

"Provided thorough status reports"

Frank C. / Relationship: Peer, Former Boss

"Joe is a make it happen kind of guy"

"If you have a challenge give it to Joe, he has the reputation of getting things done."

"If you have a tough problem no one seems to be stepping forward on- you give it to Joe."

"Joe was selected to be in charge of the 'Swat Team' this was the crisis team that deals with difficult problems. Joe was the kind of guy that got things done."

"Joe holds team accountable. Great attention to detail. Would rally troops and let nothing fall through the cracks."

"Excellent at mentoring and managing other managers."

"Joe was second to none as far as reliability."

"Joe has outstanding organizational skills."

"Joe would never let anything fall through the cracks."

Paul A. / Relationship: ABC Co. (Chicago Board of Trade) employee

"Excellent ability to grasp details, used to solve issues"

"High level of tenacity."

"Joe earned the respect of others throughout his career at the ABC CO.."

"Joe performed stellar work at his time at the ABC CO.. An example of his success he managed "Project A" a critical electronic trading system."

"Joe works very well with others. Well organized"

"Joe is among the best – top tier"