



MICHAEL ANDERSON

IT Asset Management Specialist

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SUMMARY

Dynamic IT Asset Analyst with over 8 years of experience in managing, tracking, and optimizing IT assets across diverse industries. Skilled in data analysis, procurement, and lifecycle management, I have consistently delivered significant cost savings and efficiency improvements. My analytical mindset allows me to assess asset utilization and implement strategies that enhance productivity while reducing waste.

WORK EXPERIENCE

IT Asset Management Specialist Tech Solutions Inc.

Jan 2023 - Present

- Managed IT asset lifecycle from procurement to retirement, ensuring compliance with industry standards.
- Utilized ServiceNow for asset tracking, leading to a 20% reduction in lost assets.
- Conducted regular audits and reconciliations to maintain inventory accuracy.
- Collaborated with IT and finance teams to optimize resource allocation and procurement strategies.
- Developed training materials for staff on asset management best practices.
- Implemented cost-saving measures that resulted in a 15% decrease in overall IT expenses.

Junior IT Asset Analyst Global Tech Corp.

Jan 2020 - Dec 2022

- Assisted in maintaining the asset management database, ensuring timely updates and accuracy.
 - Participated in the development of an asset tracking system that improved reporting efficiency.
 - Supported the procurement team in vendor negotiations, achieving a 10% cost reduction on software licenses.
 - Created reports on asset utilization and lifecycle status for management review.
 - Monitored warranty and support agreements, leading to enhanced vendor accountability.
 - Contributed to cross-department initiatives focusing on sustainability in IT practices.
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EDUCATION

Bachelor of Science in Information Technology

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** Asset management, Data analysis, Project management, ServiceNow, Procurement, Compliance
- **Awards/Activities:** Recognized as 'Employee of the Month' for outstanding performance in asset recovery.
- **Awards/Activities:** Successfully reduced asset acquisition costs by 30% through strategic vendor partnerships.
- **Awards/Activities:** Led a project that improved asset tracking efficiency by 25% within the first year.
- **Languages:** English, Spanish, French