MICHAEL
ANDERSON

IT Asset Coordinator

- San Francisco, CA
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Proactive IT Asset Management Specialist with a focus on non-profit organizations and over 4 years of experience. Dedicated to optimizing IT assets to support mission-driven initiatives and enhance operational effectiveness. Strong skills in asset tracking, compliance management, and vendor negotiation. Proven ability to collaborate with diverse teams to ensure that IT resources align with organizational goals.

WORK EXPERIENCE

IT Asset Coordinator | NonProfit Tech Group   Jan 2022 – Present

- Managed IT assets for a network of non-profit organizations, ensuring compliance with grant requirements.
- Implemented an asset tracking system that improved accuracy and accountability by 25%.
- Collaborated with program managers to assess technology needs and optimize resource allocation.
- Conducted training for staff on asset management policies and procedures.
- Maintained documentation of asset lifecycle events and expenditures.
- Supported vendor management efforts to secure favorable terms for asset procurement.

IT Support Specialist | Community Tech Solutions   Jul 2019 – Dec 2021

- Assisted in managing IT assets for community programs, ensuring availability and functionality.
- Maintained accurate inventories of IT equipment and software licenses.
- Supported the deployment of IT assets and provided training to end users.
- Worked with IT teams to resolve asset-related issues in a timely manner.
- Participated in the evaluation of vendor proposals for technology acquisitions.
- Created documentation for asset management processes and training materials.

SKILLS

IT asset management   nonprofit compliance   inventory control   vendor relations   training   collaboration

EDUCATION

Bachelor of Science in Nonprofit Management   2016
University of Community

ACHIEVEMENTS

- Successfully implemented an asset management framework that improved accountability and tracking.
- Received recognition for contributions to enhancing technology access for non-profit programs.
- Achieved a 20% reduction in asset-related costs through effective resource management.

LANGUAGES

English   Spanish   French