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## SKILLS

- IT procurement
- vendor negotiation
- market research
- project management
- contract compliance
- cost analysis

## EDUCATION

**BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY, SPRINGFIELD UNIVERSITY**

## LANGUAGE

- English
- Spanish
- German

## ACHIEVEMENTS

- Achieved a 15% reduction in overall IT procurement costs through strategic vendor negotiations.
- Implemented a new procurement tracking system that improved efficiency by 30%.
- Recognized for excellence in procurement practices at the annual state technology conference.

# Michael Anderson

## IT PROCUREMENT SPECIALIST

Dedicated and meticulous Public Procurement Officer with a robust background in technology procurement, focusing on the acquisition of IT services and products. Over seven years of experience in managing procurement processes within public sector organizations, ensuring compliance with regulatory standards. Proven ability to assess technology needs and negotiate contracts with vendors to deliver high-quality solutions at competitive prices.

## EXPERIENCE

### IT PROCUREMENT SPECIALIST

State Technology Agency

2016 - Present

- Managed procurement processes for IT products and services, ensuring alignment with organizational technology strategy.
- Conducted market research to identify potential vendors and assess product offerings.
- Negotiated contracts resulting in a 10% reduction in technology spending without compromising quality.
- Collaborated with IT departments to forecast procurement needs based on project timelines.
- Developed procurement documentation and specifications for technology acquisitions.
- Maintained relationships with suppliers to ensure timely delivery and service support.

### PROCUREMENT ANALYST

Department of Information Technology

2014 - 2016

- Assisted in the procurement of software licenses and IT services for state departments.
- Evaluated vendor proposals and conducted cost-benefit analyses to inform decision-making.
- Monitored contract performance and compliance with service level agreements.
- Prepared reports on procurement activities and outcomes for management review.
- Participated in cross-departmental teams to align technology procurement with organizational goals.
- Facilitated training for staff on procurement processes and systems.