

HENRY WALKER

Executive Asset Management Coordinator

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PROFESSIONAL SUMMARY

Accomplished Executive Asset Management Coordinator with 10 years of experience in optimizing asset management strategies and enhancing operational efficiency. Expertise in coordinating asset tracking, compliance, and vendor management, driving informed decision-making through precise reporting. Committed to fostering collaboration across teams to streamline processes and maximize asset performance.

WORK EXPERIENCE

Executive Asset Management Coordinator

📅 Mar / 2018-Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Conducted regular audits of assets to identify discrepancies and issues.
2. Designed and maintained an advanced asset tracking system using MS Excel, SAP, and BMC Remedy to monitor computer assets and vendor assignments.
3. Organized and standardized departmental documentation to enhance accessibility and compliance.
4. Supported critical projects by creating system profiles and managing network access for new hires.
5. Served as a key resource for managers, providing guidance on project management processes and facilitating improvements.
6. Proactively addressed ad-hoc requests, prioritizing IT support tasks to ensure timely resolution and completion.
7. Managed the ordering and tracking of all licensed software and computer assets across multiple projects within the organization.

Asset Management Coordinator

📅 Mar / 2015-Mar / 2018

Summit Peak Industries

📍 Denver, CO

1. Coordinated with operations to efficiently manage inventory and work orders, ensuring timely updates to systems.
2. Processed sales orders in SAP, ensuring accurate and timely shipping of medical equipment to facilities.
3. Assisted customers in tracking deliveries and scheduling equipment returns for seamless operations.
4. Organized and maintained corporate assets, creating daily tickets for technicians to track company property effectively.
5. Handled title processing, ensuring compliance and accurate documentation for asset management.
6. Managed customer accounts, processing payoffs and title requests as per agent instructions.

EDUCATION

Bachelor of Science in Business Administration

📅 Mar / 2012-Mar / 2015

University of California

📍 Santa Monica, CA

Focused on asset management and operational efficiency strategies.

SKILLS

Market Research

Investment Strategies

Asset Allocation

Performance Reporting

ACHIEVEMENTS

- 🌟 Enhanced asset tracking efficiency by 30% through the implementation of a new inventory management system.
- 🌟 Successfully coordinated the management of over 5,000 assets, ensuring 100% compliance with organizational policies.
- 🌟 Streamlined vendor management processes, resulting in a 15% cost reduction in asset procurement.