



CHARLOTTE HARRIS

IT Asset Manager

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PROFESSIONAL SUMMARY

Accomplished IT Asset Manager with 7 years of experience leading asset management initiatives and optimizing procurement strategies. Expertise in managing complex budgets and vendor relations to ensure compliance and efficiency. Eager to leverage analytical skills and technology to enhance asset utilization and contribute to organizational success.

WORK EXPERIENCE

IT Asset Manager 📅 Apr / 2021-Ongoing
WidgetWorks Inc. 📍 Denver, CO

- Conducted comprehensive hardware and software inventory audits across multiple locations to ensure accuracy and compliance.
- Provided technical support for a range of devices, including laptops, desktops, and mobile devices, enhancing user satisfaction.
- Coordinated the lifecycle management of loaner equipment, ensuring timely rollouts and efficient returns.
- Utilized imaging software to set up new workstations, ensuring consistency and performance.
- Collaborated with engineering teams to maintain up-to-date workstation images with the latest software and drivers.
- Executed IT procurement tasks, maintaining a robust database of assets and contracts.
- Oversaw the placement of orders for hardware and software, ensuring timely renewals and compliance with maintenance agreements.

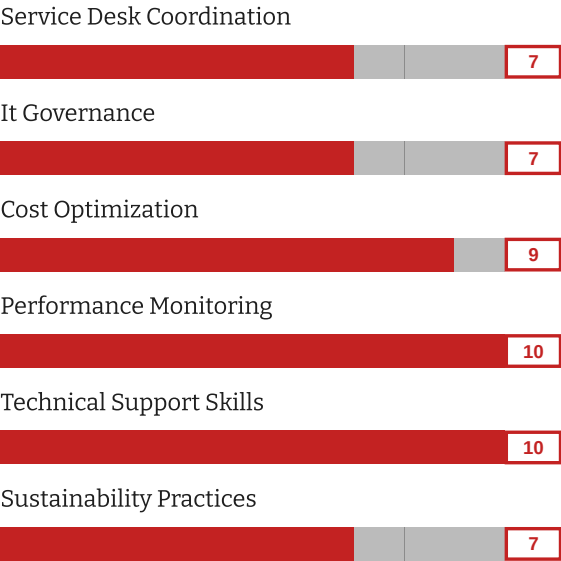
IT Asset Manager 📅 Apr / 2018-Apr / 2021
Summit Peak Industries 📍 Denver, CO

- Planned and executed the procurement of IT assets, managing a portfolio valued at over \$800M across multiple facilities.
- Identified and established relationships with suppliers, ensuring competitive pricing and compliance with procurement policies.
- Developed and maintained reporting requirements for IT asset reconciliation and compliance oversight.
- Utilized asset tracking databases to manage inventory and report on compliance for government contracts.
- Provided financial reports and budget forecasts to senior management, enhancing decision-making processes.
- Managed the lifecycle of IT assets from procurement to disposal, ensuring regulatory compliance and efficiency.

EDUCATION

Bachelor of Science in Information Technology 📅 Apr / 2015 - Apr / 2018
University of Technology 📍 Portland, OR
Focused on IT asset management and procurement processes.

SKILLS



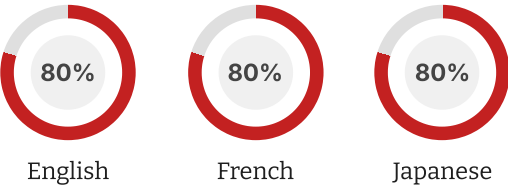
INTERESTS

- 🎧 Podcasts 🗣 Language Learning
🎵 Dancing 🚴 Cycling

STRENGTHS

- 🔮 Intuition 👥 Leadership 🎧 Listening
👤 Mentorship

LANGUAGES



ACHIEVEMENTS

- Reduced asset procurement costs by 15% through strategic vendor negotiations.
- Implemented a new asset management system that improved tracking efficiency by 30%.