

EMMA JOHNSON

Lead IT Asset Manager

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PROFESSIONAL SUMMARY

Proficient Lead IT Asset Manager with a decade of experience in driving asset management strategies and optimizing lifecycle processes. Adept at managing substantial budgets and enhancing operational efficiencies through data-driven decision-making. Passionate about leveraging technology and vendor partnerships to maximize asset utilization and contribute to organizational success.

WORK EXPERIENCE

Lead IT Asset Manager

Seaside Innovations

📅 Apr / 2018 - Ongoing

📍 Santa Monica, CA

1. Delivered daily updates on IT asset statuses to relevant stakeholders, ensuring transparency and accountability.
2. Managed IT asset repositories, ensuring data accuracy and compliance through regular audits and updates.
3. Oversaw the maintenance of staging areas and controlled inventory of IT equipment, supporting operational readiness.
4. Conducted thorough inspections of received equipment to validate configurations prior to deployment.
5. Prepared equipment for handover to deployment teams, facilitating smooth transitions to operational environments.
6. Tracked and managed ticket progress in designated systems, ensuring timely resolution of asset-related issues.
7. Generated analytical reports for Regional and Global Leads, driving informed decision-making through data insights.

IT Asset Manager

Summit Peak Industries

📅 Apr / 2015 - Apr / 2018

📍 Denver, CO

1. Implemented a comprehensive asset tracking system utilizing Microsoft Access, enhancing hardware asset management.
2. Improved inventory database accuracy through systematic migration of records to an enterprise-level system.
3. Facilitated collaborative meetings with vendors to optimize project outcomes and asset procurement strategies.
4. Coordinated bi-annual e-waste management initiatives, ensuring compliance with environmental regulations.
5. Executed equipment recovery processes for remote users post-project completion, maintaining asset integrity.
6. Conducted quarterly equipment needs assessments, aligning procurement strategies with organizational goals.

EDUCATION

Bachelor of Science in Information Technology

University of Technology

📅 Apr / 2012 - Apr / 2015

📍 Chicago, IL

Focused on IT asset management, project management, and systems analysis.

SKILLS

Hardware Management

Procurement Processes

Project Management

Reporting And Metrics

ACHIEVEMENTS

- ★ Reduced asset management costs by 20% through strategic vendor negotiations and process optimizations.
- ★ Successfully implemented an enterprise-level asset tracking system, improving data accuracy by 30%.
- ★ Streamlined procurement processes, resulting in a 15% reduction in acquisition time for IT assets.