IT Asset Manager IT Asset Manager IT asset Manager Los Angeles, CA Authorized to work in the US for any employer Work Experience IT Asset Manager National Oceanic and Atmospheric Administration (NOAA) - College Park, MD September 2017 to Present   Assigning RFID asset tags to 5,000 items located in 4 departments, such as Servers, Network equipment, Monitors, Storage Devices and Racks and ensure all the asset information updated in Sunflower Software.   Procure, dispense and track over 20 million dollars worth of IT assets.   Update database on all assets distributed, returned, disposed, or purchased; ensuring a min of 95% asset accountability.   Decrease parts and equipment losses through chain of custody records by initiating the use of barcoded plates and tags, handheld data systems, and computer processing. Logistics Specialist Amazon Web Services - Chantilly, VA May 2017 to August 2017   Conducting inventory for over $2 million dollars worth of inventory per month. Ensured all documents required were prepared, and accurate.   Received 200 parts a day through Amazon Cloud system, maintained inventory, check-out parts as needed to Data center Technicians and Engineers, and pull parts for daily deliveries.   Managed daily reports of outstanding material worth over $50,000 thousand dollars per report. Assisted in processing and shipping material worldwide.   Supervised personnel on warehouse operations, inventoried 1.3 million equipment assets valued at $120 million assured 100% accuracy rate. Logistics Coordinator Non-Stop Delivery - Chantilly, VA August 2016 to May 2017   Directed team activities, establishing task priorities, scheduling and tracking work assignments, providing guidance, and ensuring the availability of resources.   Provided ongoing analyses in areas such as transportation costs, parts procurement, back orders, or delivery processes.   Managed daily reports of outstanding material worth over $50,000 thousand dollars per report. Assisted in processing and shipping material worldwide.   Managed department inventories to identify excesses, in-fluctuations, unusual activities, that result in redeployment and or disposal of materials to optimize inventory plan. Project Coordinator Fairfax County Public Schools - Vienna, VA May 2015 to August 2016   Coordinated and oversaw the daily on-site operation of School Age Child Care (SACC) programs serving children in grades K-6th, and children with special needs.   Planned daily curriculum for 80 children with varying developmental needs and created a

rich learning environment. Helped to prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations. Participated in weekly Collaborative Learning Team meetings to analyze data, discuss students' needs, and plan instructional strategies and best practices. Human Resources Assistant Software Information Resource Corp - Washington, DC May 2014 to March 2015 Informed job applicants of details such as duties & responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities. Developed presentations and provided management training on effective employee relations; conflict resolution; employee engagement and building engagement action plans; professional development; benefits and compensation programs. Performed searches for qualified job candidates, using sources such as computer databases, networking, Internet recruiting resources, or employee referrals. Provided guidance on employment eligibility, reviewing and rating employment resumes to evaluate qualifications, knowledge, sills, and abilities to determine eligibility. Education Business Administration Virginia Commonwealth University - Richmond, VA May 2010 to May 2014 Bachelor's Skills ACCESS (Less than 1 year), CRM (Less than 1 year), CUSTOMER RELATIONSHIP MANAGEMENT (Less than 1 year), EXCEL (Less than 1 year), IOS (Less than 1 year), Property Management, Tax Preparation, Asset Protection, Loss Prevention, Asset Management (4 years), Inventory Management (4 years), It Service Management (4 years), Database Management (4 years) Certifications/Licenses Sunflower Inventory Assessments Data Analysis Proficient May 2019 Measures a candidate's skill in interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data. Full results: https://share.indeedassessments.com/share_assignment/ctyckn5ul5im1-bf Scheduling Highly Proficient May 2019 Cross-references agendas and itineraries to avoid scheduling conflicts. Full results: https://share.indeedassessments.com/share_assignment/ybdywtoxajvbnasb Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field. Additional Information Microsoft 365, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Access, Microsoft Outlook, Publisher, SharePoint Oracle's PeopleSoft CRM, Rock-Hopper, TMS, Xactimate, Windows, MAC iOS Network + - Summer 2017

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