

Devin Shade

Website: <https://devinshade.github.io/portfolio/>

Email: devdshade@gmail.com | Phone: (720) 220-9522

Professional Experience

Guild

Associate, IT Asset Manager Oct 2021 - Mar 2023

- Assist business cases/proposals and roadmap planning for current and new purchasing decisions
- Established a mutually supportive network with internal stakeholders
- Lead several cross-functional meetings and presented to SVP on quarterly accomplishments and project updates
- Created documents and presentations for distribution to internal stakeholders, outlining planned implementation measures in clear, easily understandable language
- Drafted internal implementation process templates to standardize and expedite repetitive responsibilities
- Support and maintain formal IT documents such as policies, procedures, and expectations to ensure consistent and scalable sustained productivity
- Manage and monitor all hardware inventory, software licensing, and all necessary hardware refresh, and renewal processes
- Maintained strict adherence to stakeholder requirements for areas such as budgeting, regulatory compliance and delivery deadlines
- Confirmed resource availability and allocation for projects, preventing operational interruptions through proactive oversight

Procurement Operations Specialist Mar 2023 - Nov 2023

- Coached, developed and trained employees in company policies and compliance requirements
- Corrected issues and handled emergencies through responsive and decisive leadership
- Resolved stakeholder problems personally, responding to inquiries and complaints
- Monitored performance metrics focused on driving results of key business areas
- Automated business processes for improved speed and accuracy
- Produced weekly reports outlining operational successes and gaps for use of senior management
- Oversaw integration of upcoming plans into daily business operations
- Developed and implemented procedures and policies to help support organizational goals
- Collected and documented data from a variety of sources to provide an end-to-end picture of business operations
- Recommended improvements to current business processes with evidence-based suggestions

Business Development Representative Nov 2023 - Present

- Perform outbound sales to build forecastable partnership pipeline
- Prospect VP+ HR, Technology, and Finance leaders to meet with Account Executives
- Leveraging persona and company based research and analysis to qualify and build credibility with prospects
- Cultivate and nurture relationships with potential partners
- Operational due diligence such as process documentation and optimization as well as maintaining strong cross-functional relationships

KEY ACHIEVEMENTS

- Managed and maintained IT and Procurement systems across the organization including implementation, cost analysis, reporting, contract renewal, end-user support & more
- Administered the implementation of a self-service employee portal for peripheral equipment including vendor relationships, cross-functional coordination, and documentation for stakeholders
 - After transferring to the Procurement Operations team, I was able to further improve this resource by establishing a punch out system within our Procurement tool
- Collaborated on multiple software implementations, identified pain points through SWOT analysis, and troubleshooting of broken workflows and functionality post-implementation
- Proven cost savings of at least \$36,875 per quarter through standardization and lifecycle tracking

Prior Experience (9 years+)

Fisher's Bar

Lead Bartender 2020-2021 (1 year+)

- Managed purchase orders and vendor relationships
- Supervised front of house staff and guest concerns
- Established ongoing relationships with local and seasonal clientele
- Practices a responsive mindset when confronted with confrontation
- Consistently preserved an organized and efficient work setting during busy times and throughout the pandemic

Deno's Mountain Bistro

Bartender 2018-2020

- Continuous education on revolving wine products
- Collaborated with team members on opening, service, and closing responsibilities
- Skilled at receiving and processing monetary transactions and reports
- Product organization
- Diligent and dependable service for fine dining

Familiar Tools

- | | |
|------------------------------------|--------------|
| • Google Workspaces | • Insomnia |
| • Microsoft Office Suite | • PostgreSQL |
| • PM Tools (Asana, Jira, Airtable) | • MongoDB |

Skills

- | | |
|--|--|
| • Project Management | • Requirements Gathering/Documentation |
| • Process Automation & Standardization | • Data Analysis & Interpretation |
| • KPI Development & Monitoring | • Implementation Management |
| • Risk Mitigation | • Knowledge Management |
| • Fullstack Technologies | • Business Process Documentation |

EDUCATION

University of Texas, Full Stack Coding Bootcamp - March 2024 Graduate

