Devin Shade

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Professional EXPERIENCE

Guild

Business Development Representative 2023-Present

- Lead generation
- Coordinating time between clients and sellers
- Persona and company research and analysis
- Build and nurture relationships with potential clients
- Operational tasks such as process documentation and maintaining cross-functional relationships

Procurement Operations Specialist 2023-2023

- 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.

Associate, IT Asset Manager 2021-2023

- 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 customer requirements for areas such as budgeting, regulatory compliance and delivery deadlines.
- Confirmed resource availability and allocation for projects, preventing operational interruptions through proactive oversight.

KEY ACHIEVEMENTS

- Managed the vendor relationship between our asset disposal and ensured certificates of destruction for each asset.
- Administered the implementation of a self-service employee portal for peripheral equipment including vendor relationships, cross-functional coordination, and documentation for stakeholders.
  - o 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 multiple purchasing 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
- Office 365
- PM tools (Asana, Jira, Airtable)
- Zip
- Outreach
- Salesforce

Skills

- Organized
- Adaptable
- Critical thinker
- Risk mitigation
- Fullstack Dev
- Analytical
- Implementation management
- Knowledge management
- Excellent written and verbal communication

EDUCATION

University of Texas Coding Bootcamp - Graduating March 2024