Michael Divitto

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CERTIFICATIONS

Notary Public, State of New York
No: 01D16337965, Commission Expires: February 29, 2020

EDUCATION

Bachelor of Science, Computer Science   May 2015
State University of New York at New Paltz

EMPLOYMENT

Strategic Sourcing Analyst, Canon Business Process Services, New York, NY   2015 - Present
- Administer the RFx process, negotiate costs based on Market Analysis.
- Target yearly Savings Goal & Generate Cost-Savings Reports for Management.
- Actively maintain the CBPS Corporate-Liable Wireless Program.

Sourcing Coordinator, Canon Business Process Services, New York, NY   2015
- Coordinate RFx Process, Purchasing Analysis, Equipment Order Processing.

Library Tech Support, SUNY New Paltz, New Paltz, NY   2015 - 2015
- Provide Technical Support to Library Staff, Re-Image PCs, Build Software Packages, Apply Security Updates, Track Inventory, and Implement New Software Systems.

Library Tech Support (Student Assistant), SUNY New Paltz, New Paltz, NY   2014 - 2015
- Assist Patrons with Library computers and equipment.
- Maintain the library equipment (Printers, Computers, Scanners, etc.).

Intern, KDA Web Technologies, New Paltz, NY   2014
- Researched and implemented projects using common web technologies.
- Tomcat/Pluto (Portlets), App Engine projects, Wordpress projects, etc.

File Clerk/Service Temp, Curry Automall, Cortlandt Manor, NY   2011 - 2014
- Processed file requests and maintained a paper and electronic filing for three car franchises.
- Assisted in miscellaneous department duties; cashiering, reception, vehicle transfers, etc.

SKILLS

Operating Systems: MS Windows, macOS, Linux (Fedora, Ubuntu), Android, iOS
Programming-Related: Java, Python, HTML, PHP, CSS, SQL, MySQL, Git, Eclipse, PuTTY
Applications: MS Office, Lotus Notes, Quickbooks, AS400, ImageSilo, PlanGrid, InDesign

PROJECTS

Canon BPS Manhattan Corporate Office Relocation, Canon Business Process Services   2017
- Conducted RFPs for General Construction, General Move, and Desktop I.T. Equipment Move.
- Acted as On-Site Point of Contact & Actively coordinated scheduling with several vendors.
- Tracked & Escalated any issues that arose as part of the move & new office space.

PC Tracker, https://github.com/mikedivitto/pctracker   2014 - 2015

EXTRACURICULAR

President, Computer Science Club, SUNY New Paltz   2014 - 2015
- Run the Computer Science Club and networked to help promote the club and major.