

# Michael Divitto

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## CERTIFICATIONS

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

## EDUCATION

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

## EMPLOYMENT

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**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

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*Operating Systems:* Microsoft Windows, macOS, Linux (Fedora, Ubuntu), Android, iOS

*Programming:* Java, C++, Python, HTML, PHP, CSS, SQL

*Applications:* Microsoft Office, Lotus Notes, Quickbooks, MySQL, Git, Acronis Imager, Eclipse, PuTTY

## PROJECTS

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**Canon BPS Manhattan Corporate Office Move**, 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

## EXTRACURRICULAR

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**President**, Computer Science Club, SUNY New Paltz 2014 - 2015

- Run the Computer Science Club and networked to help promote the club and major.