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# SOURCING SPECIALIST RESUME

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## Objective:

Seeking the position of Sourcing Specialist and utilize my skills in Windows, Mac and Linux, Oracle, and BrassRing in providing excellent service to the company. My profound experience in Technical Sourcing will be very helpful in meeting the company's goals.

## Education:

M.S Information and Technology, 2003  
University of Arizona

B.S in Information and Technology, 1999  
University of Arizona

## Skills:

- In-depth knowledge of IT products and
- Knowledgeable in IT marketplace
- Negotiation and project management skills
- Strong familiarity with Windows based office software
- Excellent written and oral communication skills
- Lotus Notes & Outlook
- Windows, Mac and Linux, Oracle, BrassRing
- Adobe Photoshop, Kenexia, PeopleSof

## Professional Experience:

- Sourcing Specialist IV, 2008-present
- H.A Stiles Company, Alpine, CA

## Responsibilities:

- Analyzed various purchasing proposals and financial ROI.
- Presented clear, accurate and concise summaries of quantified alternatives.
- Managed purchase requests such as supplier bids, quotes and proposals.
- Monitored the latest trends and technologies in the industry.
- Sourcing Specialist III, 2005-2008
- Haber Inc., Alpine, CA

## Responsibilities:

- Ensured that R&D projects, contracts and investment proposals are aligned with the guidelines.
- Tested the efficiency of platforms like storage, desktops, servers, telecom and software tools.
- Evaluated quality of programs before submitting to the committee. Evaluated 50k+ databases of client and respondent documents.
- Sourcing Specialist I, 2003-2005
- Hager Companies, Alpine, CA

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- Sourcing Specialist III, 2005-2008
- Haber Inc., Alpine, CA

## Certifications and Affiliations:

Technology Sourcing, IMMS Information ATG-certified  
IBM Certified Solutions Expert – DB2 UDB v7, v6, v5 Application Developer

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