
VENDOR MANAGEMENT ANALYST RESUME

Objective:

Seeking the position of Vendor Management Analyst that will utilize my skills and expertise in vendor relationship management and Java/Oracle operations for the development of the company.

Education:

MBA, 2000
Duke University

BS Computer Science , 1996
Duke University

Skills:

- Experienced in Java and Oracle
- Excellent communication skills
- Exposed to computer and internet applications
- Skilled in Financial management
- Conversant with Relationship Management
- 2-years+ experienced in IT service / outsourcing management
- Project development expertise

Professional Experience:

- Vendor Management Analyst III, 2007-present
- ADB, Corp., Deming, NM

Responsibilities:

- Supervised and monitored the implementation and maintenance of systems application.
- Conducted requirement analysis and system modification for new applications.
- Collaborated with data analyst in monitoring outsource vendor performance.
- Vendor Management Analyst II, 2003-2007
- Haber Inc., Deming, NM

Responsibilities:

- Provided daily assistance to the IT Vendor Management functions.
- Maintained client-relationship and contracts for a sound vendor management analysis.
- Supervised the procurement of domestic and global vendors such as hardware, software and other sourcing.
- Vendor Management Analyst I, 2000-2003
- Henjin , Deming, NM

Responsibilities:

- Supervised and monitored the implementation and maintenance of systems application.
- Conducted requirement analysis and system modification for new applications.
- Collaborated with data analyst in monitoring outsource vendor performance.
- Vendor Management Analyst II, 2003-2007
- Haber Inc., Deming, NM

Certifications and Affiliations:

Certificate Vendor Management Analysis
Association of Vendor Management Analysts

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