



Wesley Sawyer

Asset Management Coordinator, IT Procurement and Licensing

☎ (503) 555-8642 ✉ wesley.sawyer@example.com

🌐 linkedin.com/example/wesleysawyer 📍 Beaverton, OR 97005

STRENGTHS

- ✓ **Inventory validation**
Reconciled records across agencies and environments. A careful comparison often revealed issues before they affected purchasing decisions.
- ♥ **Licensing analysis**
Turned complex agreement language into practical procurement guidance. Colleagues relied on clear notes when renewal choices became difficult.
- 📌 **Operational metrics**
Built reports that gave leaders useful visibility into renewals, exceptions, and allocations. Better facts made planning conversations easier.
- 💬 **User consultation**
Explained software requests and asset rules in plain language. Users received answers they could apply without repeated escalation.
- 👥 **Project leadership**
Led standards and workflow improvements with room for independent judgment. Teams gained steadier intake and cleaner documentation.

SKILLS

IT Asset Management

Software Licensing

Software Procurement

Inventory Validation Asset Metrics

Government Procurement

SUMMARY

IT asset management and **software licensing** professional with eight years of **information systems experience** across complex public sector technology environments. Coordinates **software procurement**, license agreements, **inventory validation**, distribution, asset metrics, technical standards, and lifecycle controls across multiple agencies and operating groups. Translates licensing terms, technical requirements, and government purchasing considerations into clear procurement decisions. Resolves asset discrepancies through careful record review and collaboration with procurement, support, infrastructure, and business stakeholders. Produces operational metrics that guide renewals, planning, allocation, and leadership decisions. Leads improvement projects with considerable independence, while providing responsive customer service, user training, presentations, and practical consultation. Strong command of IT hardware, software, Microsoft Word, Excel, Outlook, and Teams supports organized, accountable technology operations.

EXPERIENCE

Senior IT Asset Management Analyst

Northwest Public Technology Cooperative 📅 April 2023 - Present 📍 Portland, OR

Leads **software licensing** and asset management across public service organizations, guiding procurement, **inventory validation**, metrics, standards, training, and project delivery.

- Reconciled **purchasing** records, entitlements, inventory data, and deployments across public service organizations.
- Translated license rights and renewal terms into procurement recommendations for complex software requests.
- Produced Excel **metrics** showing renewal exposure, exceptions, allocation issues, and leadership decisions.
- Led intake and validation projects that improved standards, records, and customer **communication**.
- Trained users on software requests, licensing practices, asset records, and purchasing requirements.
- Coordinated Word, Outlook, and Teams documentation for time sensitive procurement activity.

Software Licensing Analyst

Willamette Government IT Services 📅 January 2021 - March 2023 📍 Salem, OR

Managed licensing across a large government technology portfolio, connecting agreements, procurement records, deployment information, inventory, support teams, and customer needs.

- Connected procurement records, agreements, deployment information, and inventory data across government technology.
- Evaluated requests against entitlements, technical requirements, distribution methods, and purchasing rules.
- Documented vendor usage rights, renewal conditions, and compliance considerations across **multiple environments**.
- Resolved entitlement questions with support teams before software deployment reached users.
- Built Excel reports covering license counts, renewals, exceptions, purchases, and inventory status.
- Presented licensing guidance while balancing **customer service**, documentation, controls, and escalations.

IT Asset Analyst

Cascade County Technology Office 📅 August 2018 - December 2020 📍 Hillsboro, OR

Maintained hardware and software asset records while supporting procurement, lifecycle **planning**, inventory controls, user guidance, and coordination with service desk and infrastructure teams.

[License Agreements](#)

[Software Distribution](#)

[Technical Standards](#)

[Process Improvement](#)

[Project Leadership](#) [User Training](#)

[Customer Service](#) [Microsoft Excel](#)

[Problem Solving](#)

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Senior IT Asset Management Analyst at Northwest Public Technology Cooperative (3.5 Years)

● Software Licensing Analyst at Willamette Government IT Services (2.2 Years)

● IT Asset Analyst at Cascade County Technology Office (2.3 Years)

● Information Systems Technician at Civic Systems Support Center (1 Months)

- Validated inventory changes against purchasing, assignment, deployment, and retirement documentation.
- Researched product requirements, quotes, and licensing information for **software procurement** requests.
- Reconciled asset exceptions with service desk and infrastructure teams for reliable records.
- Developed reports covering inventory status, assignments, purchasing activity, and aging assets.
- Updated asset procedures and user guidance as intake and record workflows changed.
- Consulted customers on asset requests and standard software options before specialist escalation.

Information Systems Technician

Civic Systems Support Center 📅 June 2018 - July 2018 📍 Gresham, OR

Supported public sector asset procedures through hardware documentation, software requests, deployment checks, customer communication, and coordination with licensing and purchasing analysts.

- Documented hardware assignments, service requests, and equipment changes under established procedures.
- Verified device details and user assignments during deployment and return activities.
- Prepared software requests with user, device, and business information for review.
- Maintained tracking logs and status documentation with Microsoft Office applications.
- Responded to customer questions and routed complex licensing matters to analysts.
- Built foundational knowledge of asset lifecycle controls, distribution, and team support.

PROJECTS

Multi Agency License Inventory Reconciliation 📅 2024

Clear records support better decisions. Reconciled purchasing, entitlement, deployment, and inventory data across public service environments, giving leaders practical visibility into renewals, exceptions, and allocation needs.

Software Procurement Standards Refresh 📅 2022

Good processes make difficult work easier. Updated intake guidance, licensing review steps, and documentation standards so support teams could handle software requests with greater consistency.

LEADERSHIP & AWARDS

- Recognized as a peer presenter within the Public Sector IT Asset Management Community.
- Selected to lead licensing and asset process improvement work across public service organizations.
- Trusted by support teams for clear guidance on complex software procurement questions.

EDUCATION

Bachelor's Degree in Information Technology

Oregon Institute of Technology 🎓 GPA: 0 📅 2018 📍 Klamath Falls, OR

Coursework: *IT asset management, software licensing, database systems, network administration*

CERTIFICATIONS

- Certified Hardware Asset Management Professional (CHAMP) 📅 2022
- ITIL 4 Foundation 📅 2021

TECHNICAL SKILLS

- **Microsoft Office:** Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft Teams
- **Asset Management:** IT asset management, software asset management, hardware asset management
- **Software Licensing:** License agreements, entitlement tracking, renewal management
- **Procurement Systems:** Software procurement, technology procurement, purchase records

- **Inventory Controls:** Inventory validation, asset reconciliation, assignment tracking
- **Software Distribution:** Software distribution, deployment records, allocation management
- **Reporting and Metrics:** Asset metrics, Excel reporting, renewal reporting
- **Government Technology:** Public sector IT, agency environments, government IT operations
- **Service Management:** ITIL 4, service requests, lifecycle management
- **Documentation Tools:** Presentations, procedure writing, technical documentation
- **Project Delivery:** Project leadership, strategic planning, process improvement
- **Compliance Review:** Government purchasing, license compliance, procurement requirements

PROFESSIONAL AFFILIATIONS

- Public Sector IT Asset Management Community, Peer Presenter
- Professional community participant focused on public sector licensing and asset practices.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST