

ALEXANDER PIRAGNOLI

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SUMMARY

Results-driven Procurement Specialist with a strong background in IT. Experience in sourcing, negotiating, and procuring IT hardware, software, and services. Successful in developing and implementing procurement strategies that align with organizational goals and objectives to optimize costs, ensure timely delivery, and maintain vendor relationships.

TECHNICAL SKILLS

ProcureDesk, ChannelOnline, ServiceNow, Intacct, IT Glue, Asana, Slack, Asset Panda, Expensify, Concur, G Suite, Google Meet, Zoom, Microsoft Teams, Salesforce, JIRA, Kaseya, JAMF, ScalePad, CDW, TD Synnex, Ingram, D&H, SSLs, GoDaddy, EasyDNS, Ubiquiti, Cisco Meraki, Lenovo, Adobe, Dell, HP, Speedship, Worldship, UPS, FedEx

SKILLS

Procurement and Vendor Management, Materials Forecasting, Strategic Sourcing, Bills of Materials, Purchase Orders, Logistics and Transportation, Supply Chain Management, Quality Assurance, Operational Improvement, System Provisioning, Remote IT Implementation, Customer Service, Inventory Management, Distribution, Data Analysis and Reporting, Negotiation and Contract Management

EXPERIENCE

CORETELLIGENT — NEEDHAM, MA

Procurement Specialist 2022-2023

- Evaluate bids to determine ideal marriage of cost, quality, and delivery time.
- Negotiate contracts for specified material quantities with selected vendors, and maintain recurring contracts for common stock materials on periodic schedules.
- Reviewed all purchase orders for accuracy and completeness, and verified vendor invoices against expected costs.
- Collaborated with other purchasing analysts to promote adoption of best practices.
- Consult with external clients on product specifications, timelines, and deliverables.
- Manually reconcile the inventory balances to the general ledger on a monthly basis.
- Resolve to receive and invoice discrepancies with vendors.
- Develop procedures and provide training.
- Generate purchase orders for materials, finished goods, freight, and other material requirements as needed.
- Search inventory records and/or warehouse to determine if material is on hand in sufficient quantities.
- Expedite orders to ensure on time delivery as determined by management.

ELECTRIC — NY, NY

Hardware Lab Manager 2021-2022

- Creation and maintenance of asset management, including cataloguing, reconciling, and auditing all computer-related assets on-site, resulting in improved storage environment reliability and performance for over 300 clients.
- Ensures competitive costs for systems and services, bringing shipping costs down 50% through adept negotiation and by developing beneficial business relationships with vendors.
- Directing, coordinating, and supervising Provisioning, Procurement, Logistics, Inventory, and Repairs teams' day-to-day operation.
- Management and reporting of warehouse, logistics & distribution KPI's, such as logistics spending, on-time delivery, load efficiency, and expedite costs.
- Development and implementation of short-term and long-term projects that enhanced overall operations.
- Liaise with management teams for updates on current and future project productivity.

- Assisting the HR team hiring, termination, training, and development of specialists, analysts, and coordinators.
- Serves as a leader for projects and daily operations, maintaining a healthy work/life balance for staff.
- Refinement of workflow finding solutions to improve productivity, quality, and efficiency of operations across all department units.

Senior Provisioning Specialist/Logistics Engineer 2019-2021

- Focused on cost reduction, service, improvement, and capacity management while proactively monitoring all shipments to ensure timely delivery.
- Creation of quotes and invoices based on desired costs and speed of shipment by the end-user.
- Cultivated relationships with both vendors and customers.
- Packing and shipment of products, including delivery tracking and claim investigation with multiple shipping vendors.
- Communicated delivery status, ETA, and delivery confirmation.
- Facilitated all logistic needs for provisioning and procurement teams, documenting and creating map workflows to provide visibility and transparency
- Purchased and handled various equipment and packaging to store and ship assets.
- Maintenance and upkeep of inventory storage rooms with quarterly audits.

Provisioning Specialist 2018-2019

- Setup and dispatched Macs, PCs, and tablet devices for customers ensuring all provisioned machines adhere to the established protocol for each customer.
- Identification of critical laborious manual process areas and worked closely with MDM engineering to automate.
- Acted as a liaison with the service desk to provide customer updates and set ETA expectations.
- Ensured accuracy of inventory management system for client devices stored at Electric HQ

GEEK SQUAD — NY, NY

Advanced Repair Agent, 2008-2018

- Identified and repaired technology issues across multiple systems using specialty software.
- Physical hardware repair of multiple devices daily.
- Maintained positive customer experience during diagnostic discoveries and provided solutions for their individual needs.

EDUCATION

COMPTIA A+ CERTIFICATION

APPLE CERTIFIED MAC TECHNICIAN (ACMT)

MICROSOFT CERTIFIED SOLUTIONS EXPERT (MCSE)

HIGH SCHOOL DIPLOMA - MOUNT SAINT MICHAEL ACADEMY- BRONX, NY