**Paul J. Norman**

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**Career Summary:**

Detail-oriented, well-experienced and certified Technology Sourcing Specialist with extensive background in preparing client agreements, reviewing vendor contracts, and supplying required hardware/software needs. Adept at handling invoices/payments and solving technical issues using strong relevant knowledge, time-management, and communication skills.

**Summary of Skills:**

* Extensive experience in monitoring agreement contracts, clarifying complicated technical terms, and negotiating contracts with vendors/clients
* In-depth understanding of IT sourcing space, including key vendors, services and technology trends
* Capable of engaging and interacting directly with client personnel, licensing, and procurement specialist to satisfy requirements
* Ability to interpret, review and negotiate high-level technology-related contracts with the vendor/suppliers
* Proficient in building strong relationships with clients, vendors or suppliers
* Team player with exceptional organizational and interpersonal skills

**Work Experience:**

Technology Sourcing Specialist

AstraZeneca Incorporation, San Pedro, CA

December 2015 – Present

* Partnering with the IT team and various departments to negotiate contract terms with vendors
* Performing risk analysis, and making changes in contracts
* Managing maintenance and service agreements related to software, hardware, and IT equipment/services
* Working in collaboration with the IT and Finance department to ensure technical equipment are working properly and payment are issued in time to respective vendors
* Monitoring agreement nearing expiration and discussing with the project leads on needs for extension
* Participating in multi-functional project meetings to understand technical requirements, and determining purchase of hardware, and necessary installation of software
* Serving as a point of contact to interpret technical terms of the agreement, and addressing relevant queries by the team members as needed
* Drafting and documenting sourcing/procurement strategies

Entry-level Technology Sourcing Specialist

Clark Tech Associates, San Pedro, CA

February 2013 – November 2015

* Worked with the business units/product delivery teams as their IT product consultant to help in determining new and better product/services to meet the needs
* Managed RFI/RFP process including requirement gathering, planning, fixing meeting schedules, and monitoring results
* Managed hardware/software requirements for the projects and troubleshooted basic technical issues, and escalated complicated problems to the repair technicians
* Negotiated with the IT equipment suppliers and vendors to get the best hardware, software and peripherals for the organization at budget-friendly costs
* Collaborated with the sourcing specialists to maintain strong working knowledge of clauses required to finalize contracts that reduce cost, ensure project quality, and minimize risks
* Coordinated with the team members to develop innovative sourcing methods, and developed with strategies to ensure timely completion of projects

**Internship:**

Sourcing Specialist Intern

iTech Solutions Pvt. Ltd., San Pedro, CA

July 2011 – January 2013

* Worked with various teams and internal value team managers to understand as well as identified their hardware/software requirements
* Performed research on the latest software available in the industry, and participated in the costing reviews by the management
* Coordinated with the senior sourcing specialists to compile and analyze statistical data to determine the feasibility of buying products
* Validated purchase requisitions, developed and solicited bids, and evaluated vendor responses by maintaining accurate records
* Coordinated with other interns to provide competitive and sole source procurement for meeting required purchase dates, and prepared necessary support documentation
* Developed a deep understanding about the statements of the work clauses and redefined ambiguous terms in the draft to make it favorable to the organization
* Participated in intense sessions by industry experts to gain knowledge related to software licensing, IT networks and infrastructure, data center technology as well as technical terms

**Education:**

* Bachelor's Degree in Computer Engineering
Marymount California University San Pedro Campus, San Pedro, CA
2009

**Certification:**

* Certified Technology Procurement Specialist, 2014

**Reference:**

On request.