Microsoft Licensing Specialist Resume

Job Objective

To obtain a position as Microsoft Licensing Specialist in which my skills can help to increase the number of clients and sales for the company.

Highlights of Qualifications:

- Hands on experience in managing work for high level Microsoft partners
- Huge knowledge of contract management
- Exceptional knowledge of Enterprise Licensing Programs
- Remarkable ability to ensure optimal levels of customer satisfaction
- Outstanding ability to perform closing of deals
- Excellent skills in maintaining track records

Professional Experience:

Microsoft Licensing Specialist
Summit Search Group, Charlotte, SC
May 2006 – Present

- Provided support to clients and stakeholders and analyzed complex licensing requirements.
- Maintained knowledge on all Microsoft volume licensing programs and prepared required strategies.
- Monitored agreement issues and identified and resolved all issues preparing contract amendments.
- Developed professional relationships with Microsoft personnel and sales team.
- Coordinated with sales and prepared contract renewals on various client accounts.
- Prepared and participated in client presentations.
- Ensured compliance to all legal standards and company guidelines.
- Administered sales processes and recommended solutions for improvement.

Microsoft Licensing Specialist
CDW, Charlotte, SC
March 2003 – April 2006

- Prepared presentations for prospective customers according to requirement.
- Maintained knowledge on all Microsoft products and licensing programs.
- Provided training to sales team on various product offerings.
- Managed leads and prepared records of all activities on an everyday basis.
- Ensured good professional relationships with Microsoft account manager in field.
- Participated in proactive call activities and prepared required templates

Education:

Bachelor's Degree in Information Technology
Bluefield College, Bluefield, VA

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