

# MICHAEL ANDERSON

Procurement Manager

- San Francisco, CA
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Dedicated Bulk Procurement Specialist with a focus on the construction industry, possessing extensive experience in sourcing materials and negotiating contracts for large-scale projects. Strong expertise in managing supplier relationships and ensuring compliance with industry regulations. Proven ability to develop and implement procurement strategies that optimize cost efficiency and quality. Skilled in utilizing project management tools to track procurement timelines and budgets.

## WORK EXPERIENCE

### Procurement Manager | BuildRight Construction

Jan 2022 – Present

- Oversaw procurement processes for multiple construction projects, ensuring timely delivery of materials.
- Negotiated contracts with suppliers to achieve cost savings of 15%.
- Managed supplier evaluations to ensure compliance with project specifications.
- Collaborated with project managers to align procurement with construction schedules.
- Utilized procurement software to track orders and manage supplier performance.
- Conducted market research to identify potential suppliers and assess pricing trends.

### Assistant Procurement Specialist | Constructive Solutions

Jul 2019 – Dec 2021

- Supported procurement activities for construction materials and equipment.
- Assisted in the evaluation of supplier proposals and selection processes.
- Maintained procurement records and documentation for audit purposes.
- Coordinated with logistics to ensure timely delivery of materials to job sites.
- Prepared reports on procurement expenditures for management review.
- Collaborated with safety teams to ensure compliance with safety regulations in procurement activities.

## SKILLS

supplier management

contract negotiation

procurement software

project alignment

compliance management

market research

## EDUCATION

### Bachelor of Science in Construction Management

2015 – 2019

University of Florida

## ACHIEVEMENTS

- Successfully completed procurement for a \$10 million construction project under budget.
- Awarded 'Excellence in Procurement' for outstanding contributions to project success.
- Implemented a supplier feedback program, improving supplier performance ratings by 30%.

## LANGUAGES

English

Spanish

French