



# MICHAEL ANDERSON

## CONTRACTS MANAGER

### PROFILE

Accomplished Construction Contracts Manager with a robust background in public sector construction projects, adept at navigating the complexities of governmental regulations and compliance requirements. Extensive experience in contract negotiation, administration, and management, ensuring that all contractual obligations are met while aligning with public sector objectives. Proficient in developing comprehensive procurement strategies that optimize project delivery timelines and costs.

### EXPERIENCE

#### CONTRACTS MANAGER

##### City of Springfield

2016 - Present

- Oversaw contract management for municipal construction projects with budgets exceeding \$50 million.
- Facilitated public procurement processes, ensuring compliance with local government regulations.
- Developed training programs for city staff on contract management best practices.
- Collaborated with legal counsel to draft, review, and finalize contract documents.
- Engaged with community stakeholders to address concerns related to construction impacts.
- Monitored contract performance and provided regular updates to city council members.

#### ASSISTANT CONTRACTS MANAGER

##### State Department of Transportation

2014 - 2016

- Assisted in the management of contracts for infrastructure projects, ensuring adherence to state guidelines.
- Prepared and maintained comprehensive records of contract negotiations and modifications.
- Conducted risk assessments for ongoing contracts, identifying areas for improvement.
- Coordinated contract audits to ensure compliance with state regulations.
- Supported the development of procurement policies and procedures.
- Facilitated communication between contractors and state officials to resolve contract issues.

### CONTACT

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### SKILLS

- Public Procurement
- Contract Administration
- Stakeholder Communication
- Regulatory Compliance
- Risk Assessment
- Project Coordination

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

BACHELOR OF SCIENCE IN CIVIL  
ENGINEERING, UNIVERSITY OF ILLINOIS

### ACHIEVEMENTS

- Improved contract compliance rates by 35% through enhanced training initiatives.
- Received the 'Excellence in Contract Management' award in 2019.
- Successfully led a project that reduced costs by 20% while meeting all contractual obligations.