



# Michael ANDERSON

## CONTRACTS MANAGER

Dynamic Construction Contracts Manager with extensive experience in the residential construction industry, recognized for delivering projects on time and within budget. Expertise in managing contracts from inception through completion, ensuring all contractual obligations are met. Demonstrated ability to negotiate favorable terms and conditions, while maintaining strong relationships with clients, subcontractors, and suppliers.

### CONTACT

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- 📍 San Francisco, CA

### SKILLS

- Contract Negotiation
- Project Management
- Compliance Monitoring
- Quality Assurance
- Stakeholder Communication
- Risk Assessment

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

**BACHELOR OF ARTS IN  
CONSTRUCTION MANAGEMENT,  
FLORIDA STATE UNIVERSITY**

### ACHIEVEMENTS

- Successfully completed over 50 residential projects with an average customer satisfaction rating of 95%.
- Implemented a quality control program that reduced rework costs by 15%.
- Achieved recognition as 'Top Performer' in contract management for two consecutive years.

### WORK EXPERIENCE

#### CONTRACTS MANAGER

HomeBuild Corp.

2020 - 2025

- Oversaw contract negotiations for residential projects with budgets up to \$10 million.
- Managed contract administration processes, ensuring compliance with industry standards.
- Collaborated with architects and engineers to align project specifications with contractual agreements.
- Utilized project management software to track contract milestones and deliverables.
- Coordinated with subcontractors to ensure timely project execution and quality assurance.
- Conducted regular reviews of contract performance to identify areas for improvement.

#### CONTRACTS COORDINATOR

Residential Developments LLC

2015 - 2020

- Assisted in managing contracts for multiple residential projects simultaneously.
- Prepared and maintained contract documentation and compliance reports.
- Facilitated communication between project teams and clients regarding contract terms.
- Conducted site visits to ensure compliance with safety and quality standards.
- Supported the negotiation process for subcontractor agreements.
- Monitored project timelines to ensure adherence to contractual deadlines.