

# MICHAEL ANDERSON

Technology Contracts Manager

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Dedicated Construction Contracts Manager with a strong background in technology-driven construction solutions, specializing in the integration of advanced technologies into contract management processes. Proven expertise in leveraging digital tools to enhance project efficiency and accuracy in contract execution. Skilled in collaborating with cross-functional teams to implement technology solutions that streamline workflows and improve communication.

## WORK EXPERIENCE

### Technology Contracts Manager | TechBuild Innovations

Jan 2022 – Present

- Managed contracts for technology-driven construction projects, focusing on digital integration.
- Developed and implemented software solutions for contract tracking and management.
- Collaborated with IT teams to ensure seamless integration of technology into project workflows.
- Conducted training sessions for staff on the use of contract management software.
- Monitored project performance and compliance with technology standards.
- Engaged with vendors to negotiate favorable terms for technology solutions.

### Contracts Coordinator | Digital Construction Group

Jul 2019 – Dec 2021

- Assisted in managing technology contracts for construction projects across multiple platforms.
- Prepared documentation for contract proposals and amendments.
- Facilitated communications between project teams and technology providers.
- Monitored compliance with technology-related contractual obligations.
- Conducted research on emerging technologies to inform contract negotiations.
- Prepared performance reports on technology contract effectiveness.

## SKILLS

Technology Integration

Contract Management Software

Digital Solutions

Project Coordination

Vendor Negotiation

Compliance

## EDUCATION

### Bachelor of Science in Construction Technology

2015 – 2019

Massachusetts Institute of Technology

## ACHIEVEMENTS

- Successfully implemented a digital contract management system that reduced processing time by 50%.
- Recognized for outstanding contributions to technology integration in construction by the Tech Industry Association in 2022.
- Achieved a 35% improvement in contract compliance through enhanced tracking processes.

## LANGUAGES

English

Spanish

French