



# MICHAEL ANDERSON

## Senior Vendor Manager

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### SUMMARY

Distinguished Construction Vendor Manager with over fifteen years of experience in the construction industry, specializing in vendor relations, contract negotiation, and supply chain management. Demonstrated expertise in optimizing procurement processes and fostering strategic partnerships with suppliers to enhance operational efficiency. Proven track record of implementing innovative solutions that reduce costs while maintaining quality standards.

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### WORK EXPERIENCE

#### Senior Vendor Manager Global Construction Solutions

Jan 2023 - Present

- Led the vendor selection process, ensuring alignment with project specifications and budget requirements.
- Negotiated contracts with suppliers, resulting in a 20% reduction in procurement costs.
- Managed relationships with over 50 vendors, fostering collaboration and ensuring service level agreements were met.
- Developed and implemented a vendor performance evaluation system to monitor compliance and quality.
- Utilized ERP software to streamline procurement workflows and improve reporting accuracy.
- Conducted market analysis to identify emerging trends and potential new suppliers.

#### Vendor Relations Specialist ConstructTech Innovations

Jan 2020 - Dec 2022

- Collaborated with project managers to assess vendor capabilities and align resources with project needs.
  - Facilitated regular meetings with key suppliers to ensure ongoing communication and issue resolution.
  - Reviewed vendor invoices for accuracy and compliance with contractual agreements.
  - Implemented a training program for new vendors to enhance understanding of company standards.
  - Analyzed vendor feedback to drive continuous improvement in service delivery.
  - Participated in trade shows to network and identify potential new vendors.
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### EDUCATION

#### Master of Business Administration, University of Illinois, 2008

Sep 2019 - Oct 2020

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### ADDITIONAL INFORMATION

- **Technical Skills:** vendor management, contract negotiation, supply chain optimization, ERP systems, project management, risk assessment
- **Awards/Activities:** Successfully reduced vendor-related costs by \$500,000 annually through strategic negotiations.
- **Awards/Activities:** Awarded 'Top Performer' for three consecutive years for outstanding vendor management.
- **Awards/Activities:** Implemented a sustainability program that improved vendor compliance with environmental standards.
- **Languages:** English, Spanish, French