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EXPERTISE SKILLS

- strategic sourcing
- vendor performance evaluation
- cost reduction strategies
- project coordination
- compliance management
- relationship building

LANGUAGES

- English
- Spanish
- French

CERTIFICATION

- Bachelor of Arts in Business Administration, University of Florida, 2012

REFERENCES

John Smith

Senior Manager, Tech Corp
john.smith@email.com

Sarah Johnson

Director, Innovation Labs
sarah.j@email.com

Michael Brown

VP Engineering, Solutions Inc
mbrown@email.com

MICHAEL ANDERSON

VENDOR MANAGEMENT LEAD

Strategic Construction Vendor Manager with a comprehensive background in managing supplier relationships and optimizing procurement processes within the construction sector. Over ten years of experience in enhancing vendor performance through effective communication and negotiation skills. Proficient in implementing technology-driven solutions to streamline procurement workflows and ensure compliance with industry standards. A proven leader with a strong ability to analyze market trends and adapt strategies to meet evolving project needs.

PROFESSIONAL EXPERIENCE

Elite Construction Services

Mar 2018 - Present

Vendor Management Lead

- Directed vendor management initiatives for large-scale projects, ensuring alignment with strategic goals.
- Negotiated contracts that resulted in a 30% decrease in supply costs over three years.
- Developed a comprehensive vendor scorecard system to evaluate supplier performance.
- Oversaw vendor onboarding processes, ensuring compliance with safety regulations.
- Collaborated with finance teams to align procurement budgets with project forecasts.
- Implemented a feedback loop for continuous vendor improvement and engagement.

Innovate Builders

Dec 2015 - Jan 2018

Construction Project Coordinator

- Supported vendor selection and management for various construction projects.
- Maintained communication with vendors to ensure timely delivery of materials and services.
- Assisted in the preparation of procurement budgets and forecasts.
- Monitored vendor compliance with contractual obligations and quality standards.
- Participated in the development of procurement policies and procedures.
- Organized vendor training sessions to enhance understanding of project requirements.

ACHIEVEMENTS

- Successfully negotiated contracts that saved the company \$250,000 annually.
- Instrumental in implementing a vendor management software that improved tracking and reporting.
- Acknowledged for excellence in vendor relationship management by senior leadership.