



Michael ANDERSON

VENDOR RELATIONS MANAGER

Dynamic Construction Vendor Manager with extensive experience in the construction industry, specializing in procurement and supplier relationship management. Over eight years of proven expertise in negotiating contracts and managing vendor performance to achieve project goals. Recognized for the ability to streamline procurement processes and implement cost-saving measures without compromising quality. Skilled in fostering collaborative relationships with vendors and internal stakeholders to enhance operational efficiency.

CONTACT

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SKILLS

- contract management
- procurement optimization
- supplier negotiation
- performance evaluation
- communication skills
- project execution

LANGUAGES

- English
- Spanish
- French

EDUCATION

**BACHELOR OF SCIENCE IN CIVIL
ENGINEERING, TEXAS A&M
UNIVERSITY, 2015**

ACHIEVEMENTS

- Achieved a 20% increase in vendor compliance through effective training programs.
- Recognized for excellence in procurement practices by industry peers.
- Successfully implemented cost-saving initiatives that improved project profitability.

WORK EXPERIENCE

VENDOR RELATIONS MANAGER

Urban Builders Co.

2020 - 2025

- Managed all aspects of vendor relationships for multiple construction projects.
- Negotiated favorable contract terms that resulted in a 15% reduction in material costs.
- Implemented a vendor management system to enhance communication and tracking.
- Conducted regular performance reviews and provided feedback to vendors.
- Collaborated with project managers to align vendor resources with project timelines.
- Developed training materials for vendors to ensure compliance with company standards.

PROCUREMENT SPECIALIST

Metro Construction Group

2015 - 2020

- Assisted in the procurement process for construction materials and services.
- Evaluated vendor proposals and provided recommendations to management.
- Maintained accurate procurement records and vendor files.
- Facilitated communication between vendors and project teams.
- Monitored delivery schedules to ensure timely project execution.
- Participated in contract negotiations to secure competitive pricing.