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SKILLS

- vendor negotiation
- procurement strategies
- data analysis
- performance monitoring
- project coordination
- relationship management

EDUCATION

BACHELOR OF ARTS IN PROJECT MANAGEMENT, UNIVERSITY OF WASHINGTON, 2016

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Recognized for achieving a 15% increase in vendor satisfaction ratings.
- Successfully implemented a new procurement process that reduced lead times by 30%.
- Contributed to a project that won 'Best in Class' for procurement excellence.

Michael Anderson

VENDOR PROCUREMENT MANAGER

Results-oriented Construction Vendor Manager with a strong emphasis on strategic procurement and supplier relationship management. Over six years of comprehensive experience in the construction sector, focusing on optimizing vendor performance and enhancing operational efficiency. Proven ability to negotiate contracts that yield significant cost savings while ensuring quality materials are sourced. Skilled in utilizing data analytics to inform decision-making processes and drive continuous improvement.

EXPERIENCE

VENDOR PROCUREMENT MANAGER

NextGen Construction

2016 - Present

- Directed procurement activities for construction materials, ensuring alignment with project specifications.
- Negotiated contracts that resulted in a 10% cost reduction across multiple projects.
- Maintained strong relationships with vendors to facilitate timely delivery of services.
- Implemented a vendor evaluation system to monitor performance and compliance.
- Collaborated with project teams to assess vendor capabilities and resource allocation.
- Utilized procurement software to streamline processes and enhance reporting accuracy.

ASSISTANT VENDOR MANAGER

Capital Construction Corp.

2014 - 2016

- Supported vendor management initiatives by coordinating procurement activities.
- Assisted in the evaluation of vendor proposals and selection processes.
- Maintained documentation of contracts and compliance records.
- Facilitated communication between vendors and project teams to ensure alignment.
- Monitored vendor performance metrics to identify areas for improvement.
- Participated in training sessions to enhance vendor understanding of project requirements.