

MICHAEL ANDERSON

Senior Vendor Manager

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Distinguished Construction Vendor Manager with a proven track record of optimizing procurement processes and enhancing supplier relationships within the construction industry. Expertise encompasses strategic sourcing, contract negotiation, and vendor performance evaluation, ensuring alignment with organizational goals and project timelines. Demonstrated ability to lead cross-functional teams in the development of robust vendor management frameworks that drive efficiency and cost-effectiveness.

WORK EXPERIENCE

Senior Vendor Manager | Elite Construction Solutions

Jan 2022 – Present

- Developed and implemented vendor selection criteria that increased supplier reliability by 30%.
- Negotiated contracts that resulted in a 20% reduction in material costs across multiple projects.
- Managed a portfolio of over 50 suppliers, ensuring compliance with industry standards and regulations.
- Conducted regular performance reviews and supplier audits to enhance service delivery.
- Collaborated with project managers to align vendor capabilities with project requirements.
- Utilized procurement software to streamline order processing and inventory management.

Vendor Relations Specialist | Premier Building Group

Jul 2019 – Dec 2021

- Facilitated vendor training programs that improved compliance rates by 25%.
- Analyzed procurement data to identify cost-saving opportunities, achieving \$500,000 in savings.
- Established and maintained strong relationships with key suppliers to ensure timely delivery of materials.
- Assisted in the development of procurement policies that streamlined operations.
- Collaborated with legal teams to draft and finalize vendor contracts.
- Implemented feedback mechanisms that enhanced vendor satisfaction ratings.

SKILLS

Vendor management

Contract negotiation

Procurement strategy

Supplier relationship management

Data analysis

Risk mitigation

EDUCATION

Bachelor of Science in Construction Management

Berkeley

University of California

ACHIEVEMENTS

- Recognized as 'Employee of the Year' for outstanding contributions to procurement efficiency.
- Successfully led a vendor consolidation initiative that reduced overhead costs by 15%.
- Received commendation for developing a vendor risk assessment framework that enhanced project outcomes.

LANGUAGES

English

Spanish

French