

# MICHAEL ANDERSON

Dairy Procurement Agent

- San Francisco, CA
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Detail-oriented Dairy Procurement Specialist with extensive experience in dairy product sourcing and supplier management. Over six years dedicated to optimizing procurement processes and ensuring product quality. Proven success in negotiating contracts and managing supplier relationships to enhance operational efficiency. Strong analytical skills enable effective market analysis and informed decision-making. Committed to continuous improvement and professional development in procurement practices.

## WORK EXPERIENCE

### Dairy Procurement Agent | Quality Dairy Suppliers

Jan 2022 – Present

- Managed procurement activities for a wide range of dairy products.
- Negotiated supplier contracts to secure favorable pricing and terms.
- Maintained accurate records of procurement transactions and supplier agreements.
- Collaborated with production teams to ensure alignment with procurement strategies.
- Conducted supplier evaluations to assess performance and compliance.
- Utilized procurement software to track inventory levels and orders.

### Procurement Assistant | Dairy Goods Co.

Jul 2019 – Dec 2021

- Assisted in sourcing dairy products, focusing on quality and price.
- Maintained supplier databases and procurement records for accuracy.
- Supported the negotiation process with suppliers for better pricing.
- Conducted market research to identify new suppliers and products.
- Collaborated with logistics to ensure timely deliveries.
- Prepared reports on procurement activities for management review.

## SKILLS

Supplier Management

Contract Negotiation

Market Analysis

Procurement Software

Data Tracking

Quality Assurance

## EDUCATION

### Bachelor of Science in Supply Chain Management - Dairy Focus

2015 – 2019

University

## ACHIEVEMENTS

- Achieved a 10% reduction in procurement costs through effective negotiation.
- Improved supplier compliance with quality standards by 15%.
- Recognized for outstanding performance in procurement operations.

## LANGUAGES

English

Spanish

French