



# MICHAEL ANDERSON

## Senior Facilities Contracts Manager

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### SUMMARY

Dynamic Facilities Contracts Manager with over a decade of experience in overseeing large-scale facility management projects. Expertise in negotiating and managing high-value contracts, ensuring compliance with regulatory frameworks while optimizing operational efficiency. Proven track record of implementing strategic initiatives that enhance service delivery and reduce costs. Demonstrated ability to lead cross-functional teams and foster collaborative relationships with stakeholders.

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### WORK EXPERIENCE

#### Senior Facilities Contracts Manager Global Services Inc.

Jan 2023 - Present

- Directed contract negotiations with vendors, achieving a 20% cost reduction.
- Managed a portfolio of contracts valued at over \$50 million.
- Implemented a compliance monitoring system that improved adherence to regulations by 30%.
- Led a team of 10 in the execution of facility projects across multiple locations.
- Developed training programs for staff on contract management best practices.
- Utilized project management software to streamline contract tracking processes.

#### Facilities Manager ABC Facilities Management

Jan 2020 - Dec 2022

- Oversaw daily operations of facility management, serving over 500 clients.
  - Coordinated maintenance schedules, improving service response times by 25%.
  - Developed and maintained relationships with key suppliers and contractors.
  - Conducted regular audits to ensure compliance with health and safety standards.
  - Implemented cost-saving initiatives that reduced operational expenses by 15%.
  - Facilitated communication between management and staff to enhance service delivery.
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### EDUCATION

#### Master of Business Administration, University of Management, 2015

Sep 2019 - Oct 2020

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### ADDITIONAL INFORMATION

- **Technical Skills:** contract negotiation, compliance management, project management, vendor relations, cost reduction, team leadership
- **Awards/Activities:** Recognized as Employee of the Year for outstanding performance in contract negotiations.
- **Awards/Activities:** Successfully implemented a new contract management system that enhanced operational efficiency.
- **Awards/Activities:** Achieved a 95% satisfaction rate from stakeholders through improved service delivery.
- **Languages:** English, Spanish, French