



MICHAEL ANDERSON

FACILITIES CONTRACTS MANAGER

CONTACT

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-  San Francisco, CA

SKILLS

- public procurement
- contract management
- regulatory compliance
- stakeholder engagement
- performance metrics
- budget analysis

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF SCIENCE IN PUBLIC ADMINISTRATION, STATE UNIVERSITY, 2013

ACHIEVEMENTS

- Successfully reduced contract costs by 15% through competitive bidding processes.
- Awarded the Excellence in Public Service award for outstanding contract management.
- Increased contractor performance ratings by 20% through effective oversight.

PROFILE

Accomplished Facilities Contracts Manager with extensive experience in the public sector, specializing in the management of complex contracts for government buildings and infrastructure projects. Proven ability to navigate the intricacies of public procurement processes while ensuring transparency and accountability. Skilled in developing and executing strategic plans that align with regulatory requirements and organizational objectives.

EXPERIENCE

FACILITIES CONTRACTS MANAGER

City Government

2016 - Present

- Managed procurement processes for facility improvement contracts exceeding \$10 million.
- Ensured compliance with local and federal regulations in contract execution.
- Developed and maintained comprehensive contract documentation.
- Coordinated with various departments to align facility services with community needs.
- Implemented performance metrics to assess contractor effectiveness.
- Facilitated stakeholder meetings to discuss project progress and address concerns.

ASSISTANT FACILITIES MANAGER

State Department of Facilities

2014 - 2016

- Assisted in managing statewide facilities maintenance contracts.
- Conducted site inspections to ensure quality of service delivery.
- Collaborated with contractors to resolve performance issues.
- Prepared reports on contract performance and cost analysis.
- Facilitated training sessions for contractors on compliance requirements.
- Supported the development of budget proposals for future projects.