



# Michael ANDERSON

## FACILITIES CONTRACTS MANAGER

Strategic Facilities Contracts Manager with a robust background in the telecommunications industry. Expertise in managing contracts for facility expansions and upgrades, ensuring alignment with corporate goals and compliance with industry regulations. Proven ability to negotiate favorable terms with vendors while optimizing resource allocation. Skilled in leading cross-functional teams to execute complex projects on time and within budget.

### CONTACT

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- 📍 San Francisco, CA

### SKILLS

- contract negotiation
- vendor management
- telecommunications
- project coordination
- risk assessment
- performance evaluation

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

**BACHELOR OF SCIENCE IN BUSINESS  
ADMINISTRATION, TECH UNIVERSITY,  
2014**

### ACHIEVEMENTS

- Successfully reduced contract costs by 18% through strategic negotiations.
- Awarded the Excellence in Contract Management award for outstanding performance.
- Improved vendor performance ratings by 25% through effective oversight.

### WORK EXPERIENCE

#### FACILITIES CONTRACTS MANAGER

Telecom Innovations Corp.

2020 - 2025

- Negotiated contracts for facility upgrades valued at over \$25 million.
- Managed vendor relationships to ensure service quality and compliance.
- Coordinated project timelines and deliverables with engineering teams.
- Implemented contract performance metrics to evaluate vendor effectiveness.
- Conducted risk assessments to identify and mitigate potential issues.
- Facilitated training for staff on contract compliance and management.

#### CONTRACTS SPECIALIST

NextGen Telecom

2015 - 2020

- Assisted in the preparation and review of facility contracts.
- Conducted market research to inform procurement strategies.
- Monitored contract compliance and performance metrics.
- Supported the negotiation of service agreements with contractors.
- Prepared reports on contract expenditures and savings.
- Engaged with internal stakeholders to align contract terms with business needs.