



MICHAEL ANDERSON

Facilities Contracts Manager

Proactive Facilities Contracts Manager with substantial experience in the education sector, specializing in the management of contracts for school facilities and educational institutions. Demonstrated ability to navigate complex procurement processes while ensuring compliance with educational standards and regulations. Proven track record of building strong relationships with educational stakeholders and contractors to enhance facility operations.

CONTACT

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EDUCATION

Bachelor of Arts in Education Management

University of Education
2016

SKILLS

- education management
- contract compliance
- stakeholder relations
- cost reduction
- facility inspections
- training development

LANGUAGES

- English
- Spanish
- French

WORK EXPERIENCE

Facilities Contracts Manager

2020-2023

School District Facilities Management

- Managed contracts for the renovation and maintenance of school facilities.
- Ensured compliance with educational regulations and safety standards.
- Coordinated with school administrators to align facility management with educational needs.
- Implemented cost-saving measures that reduced maintenance expenses by 15%.
- Conducted regular inspections to assess contractor performance.
- Facilitated training for staff on safety protocols and compliance requirements.

Contracts Administrator

2019-2020

State Education Department

- Assisted in the management of contracts for educational facilities.
- Conducted site evaluations to ensure compliance with educational standards.
- Collaborated with contractors to resolve performance issues.
- Prepared reports on facility conditions and contractor performance.
- Engaged with stakeholders to promote best practices in facilities management.
- Supported the development of budget proposals for facility upgrades.

ACHIEVEMENTS

- Successfully improved facility conditions across 20 schools, enhancing the learning environment.
- Received recognition for outstanding service from the State Education Association.
- Implemented a contractor evaluation process that increased service quality by 30%.