



MICHAEL ANDERSON

Senior Facilities Vendor Manager

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SUMMARY

Dynamic and results-oriented Facilities Vendor Manager with over 10 years of experience in optimizing vendor relationships and enhancing operational efficiency. Proven track record in strategic sourcing and contract negotiation, resulting in substantial cost savings and improved service delivery. Expertise in managing large-scale facility projects, ensuring compliance with industry standards and regulations.

WORK EXPERIENCE

Senior Facilities Vendor Manager **Global Enterprises Inc.**

Jan 2023 - Present

- Directed vendor selection processes, resulting in a 20% reduction in operational costs.
- Negotiated contract terms with key suppliers, enhancing service delivery metrics.
- Implemented vendor performance evaluation systems, improving compliance rates by 30%.
- Led cross-departmental teams to address facility-related challenges and streamline operations.
- Managed budgets exceeding \$5 million, ensuring fiscal responsibility and adherence to financial goals.
- Developed and maintained strong relationships with stakeholders to foster collaboration and support for projects.

Facilities Coordinator **Citywide Management**

Jan 2020 - Dec 2022

- Coordinated facility maintenance schedules, ensuring timely completion of all service requests.
 - Maintained vendor contracts, overseeing performance and compliance with service level agreements.
 - Analyzed facility operations data to identify areas for improvement and cost savings.
 - Assisted in the development of facility management policies and procedures.
 - Facilitated communication between vendors and internal teams to resolve issues effectively.
 - Supported budget planning and tracking for facility operations.
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EDUCATION

Bachelor of Science in Facilities Management, University of California, 2012

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** vendor management, contract negotiation, operational efficiency, project management, strategic sourcing, budget management
- **Awards/Activities:** Achieved a 15% annual reduction in vendor costs through strategic negotiations.
- **Awards/Activities:** Recognized with the Excellence in Facilities Management Award in 2020.
- **Awards/Activities:** Successfully led a project that improved vendor compliance by 40%.
- **Languages:** English, Spanish, French