



MICHAEL ANDERSON

FACILITIES VENDOR MANAGER

PROFILE

Accomplished Facilities Vendor Manager with a decade of expertise in managing vendor relationships and optimizing facility operations.

Demonstrated success in negotiating contracts that yield favorable terms and enhance service delivery across diverse sectors. Expertise in leveraging data analytics to inform decision-making processes and drive operational excellence. Proven ability to lead cross-functional teams in implementing best practices and achieving project milestones.

EXPERIENCE

FACILITIES VENDOR MANAGER

Tech Innovations Ltd.

2016 - Present

- Oversaw vendor selection and management processes for facility services across multiple locations.
- Negotiated service contracts and pricing, achieving a 25% reduction in vendor expenditures.
- Developed and implemented key performance indicators to monitor vendor performance.
- Collaborated with project managers to align vendor services with project timelines.
- Conducted regular vendor performance reviews to ensure compliance with contractual obligations.
- Provided training and support to internal teams on vendor management best practices.

ASSISTANT FACILITIES MANAGER

Metro Services Group

2014 - 2016

- Assisted in the management of vendor contracts and service agreements.
- Coordinated maintenance schedules and ensured timely completion of service requests.
- Analyzed vendor performance data to identify trends and areas for improvement.
- Supported the development of facility management strategies to enhance operational efficiency.
- Facilitated communication between vendors and internal departments to resolve issues.
- Participated in budget planning and tracking for facility operations.

CONTACT

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SKILLS

- vendor negotiation
- data analysis
- contract management
- project coordination
- performance metrics
- stakeholder engagement

LANGUAGES

- English
- Spanish
- French

EDUCATION

MASTER OF BUSINESS ADMINISTRATION, FACILITY MANAGEMENT, STANFORD UNIVERSITY, 2014

ACHIEVEMENTS

- Spearheaded a project that led to a 30% improvement in vendor service delivery.
- Received the Outstanding Vendor Management Award in 2021.
- Implemented a vendor evaluation framework that increased compliance rates by 35%.