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SKILLS

- data analytics
- vendor performance analysis
- contract negotiation
- process improvement
- software implementation
- stakeholder collaboration

EDUCATION

**BACHELOR OF SCIENCE IN BUSINESS
MANAGEMENT, UNIVERSITY OF FLORIDA,
2016**

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Achieved a 20% increase in vendor compliance through the introduction of management software.
- Recognized for excellence in vendor performance analysis in 2023.
- Successfully implemented a new vendor tracking system that improved data accuracy.

Michael Anderson

FACILITIES VENDOR ANALYST

Innovative Facilities Vendor Manager with a strong focus on leveraging technology to enhance vendor management and operational efficiency. Possesses over 7 years of experience in optimizing vendor relationships and driving cost-effective solutions. Skilled in utilizing data analytics and management software to inform decision-making and streamline processes. Demonstrated ability to lead cross-functional teams in executing facility improvement projects.

EXPERIENCE

FACILITIES VENDOR ANALYST

Digital Solutions Inc.

2016 - Present

- Analyzed vendor performance metrics to drive improvements in service delivery.
- Assisted in the negotiation of vendor contracts to achieve cost savings.
- Developed data-driven reports to inform strategic decision-making.
- Collaborated with IT teams to implement vendor management software.
- Monitored compliance with service level agreements across all vendors.
- Facilitated training for internal teams on new vendor management technologies.

FACILITIES MANAGEMENT INTERN

Local Community Center

2014 - 2016

- Supported the management of vendor relationships and service agreements.
- Assisted in the coordination of facility maintenance schedules.
- Conducted research on vendor performance and service quality.
- Participated in the analysis of budgetary needs for facility operations.
- Maintained communication between vendors and facility management.
- Contributed to the development of facility management reports.