



MICHAEL ANDERSON

Facilities Vendor Supervisor

Results-driven Facilities Vendor Manager with over 6 years of experience in managing vendor relationships and enhancing operational efficiency in fast-paced environments. Expertise in negotiating service contracts that yield favorable terms and improve service delivery. Proven ability to analyze operational data and implement process improvements that enhance vendor performance. Strong leadership skills enable effective team management and collaboration across departments.

CONTACT

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- San Francisco, CA

EDUCATION

Bachelor of Science in Facility Management

University of Texas
2017

SKILLS

- vendor supervision
- contract negotiation
- performance monitoring
- team leadership
- budget management
- policy development

LANGUAGES

- English
- Spanish
- French

WORK EXPERIENCE

Facilities Vendor Supervisor

2020-2023

Premier Facilities Services

- Supervised vendor management activities to ensure compliance with service agreements.
- Negotiated vendor contracts, achieving a 10% reduction in costs.
- Monitored vendor performance metrics to identify areas for improvement.
- Led cross-functional teams in facility improvement initiatives.
- Conducted regular vendor performance reviews to ensure accountability.
- Facilitated training sessions for staff on vendor management processes.

Facilities Management Trainee

2019-2020

Smart City Solutions

- Assisted in the management of vendor relationships and service agreements.
- Coordinated maintenance schedules and service requests.
- Contributed to the analysis of vendor performance metrics.
- Supported budget tracking and reporting for facility operations.
- Maintained communication between vendors and internal teams.
- Participated in the development of facility management policies.

ACHIEVEMENTS

- Improved vendor service delivery by 15% through targeted initiatives.
- Recognized as Employee of the Month for outstanding vendor management in 2022.
- Successfully implemented a vendor compliance tracking system that increased accountability.