

MICHAEL ANDERSON

Facilities Vendor Administrator

- San Francisco, CA
- (555) 234-5678
- michael.anderson@email.com

Proficient Facilities Vendor Manager with over 5 years of experience in overseeing vendor relationships and optimizing facility operations. Recognized for the ability to negotiate contracts that ensure cost-effectiveness and enhance service delivery. Skilled in analyzing operational performance data to inform decision-making and drive improvements. Strong leadership abilities foster effective collaboration among cross-functional teams.

WORK EXPERIENCE

Facilities Vendor Administrator | Green Solutions Co.

Jan 2022 – Present

- Managed vendor relationships to ensure compliance with service level agreements.
- Negotiated service contracts, achieving a 12% reduction in costs.
- Monitored vendor performance metrics to drive continuous improvement.
- Collaborated with internal teams to support facility-related projects.
- Assisted in budget planning and tracking for vendor services.
- Facilitated communication between vendors and facility management.

Facilities Support Specialist | City Services Department

Jul 2019 – Dec 2021

- Assisted in the management of vendor contracts and service agreements.
- Coordinated maintenance schedules for facility services.
- 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.

SKILLS

vendor administration

contract negotiation

performance monitoring

collaboration

budget tracking

reporting

EDUCATION

Bachelor of Science in Business Administration

2018

University of Washington

ACHIEVEMENTS

- Increased vendor compliance rates by 20% through improved management practices.
- Recognized for outstanding contributions to vendor management in 2023.
- Successfully implemented a new vendor tracking system that improved service delivery metrics.

LANGUAGES

English

Spanish

French