MICHAEL
ANDERSON

Healthcare Contracts Officer

- San Francisco, CA
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Experienced Government Contracts Officer with a solid foundation in contract negotiation and management within the healthcare sector. Expertise in navigating complex regulatory environments and ensuring compliance with federal healthcare laws. Demonstrated ability to manage multiple contracts while maintaining a high level of service and quality. Recognized for strong communication skills and the ability to build productive relationships with contractors and government entities.

WORK EXPERIENCE

Healthcare Contracts Officer | Department of Health and Human Services   Jan 2022 – Present

- Managed contracts for healthcare programs and services.
- Ensured compliance with federal healthcare regulations.
- Negotiated terms and conditions with healthcare vendors.
- Monitored contract performance and service delivery metrics.
- Conducted training for staff on healthcare procurement practices.
- Collaborated with legal teams to address compliance issues.

Contracts Coordinator | Centers for Medicare & Medicaid Services   Jul 2019 – Dec 2021

- Coordinated procurement processes for Medicare-related contracts.
- Maintained documentation for contract audits and compliance verification.
- Assisted in the evaluation of contractor performance.
- Engaged with stakeholders to clarify contract requirements.
- Provided guidance on regulatory compliance to vendors.
- Conducted market research to inform procurement decisions.

SKILLS

contract negotiation   healthcare compliance   vendor management   performance monitoring   training development

regulatory analysis

EDUCATION

Master of Public Health   2015 – 2019
University of North Carolina

ACHIEVEMENTS

- Successfully negotiated healthcare contracts that improved service delivery by 20%.
- Recognized for outstanding contributions to healthcare procurement compliance.
- Implemented a vendor performance tracking system that enhanced accountability.

LANGUAGES

English   Spanish   French