



# MICHAEL ANDERSON

## Senior Housing Contracts Manager

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### SUMMARY

Visionary Housing Contracts Manager with over a decade of experience in structuring and negotiating complex housing contracts. Demonstrated expertise in optimizing contractual terms to align with organizational goals while ensuring compliance with regulatory frameworks. Adept in fostering collaborative partnerships with stakeholders, including governmental agencies, non-profits, and private sector entities. Proven track record in managing multi-million dollar budgets and mitigating risks associated with contractual obligations.

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### WORK EXPERIENCE

#### Senior Housing Contracts Manager Urban Development Agency

Jan 2023 - Present

- Led negotiations for contracts exceeding \$50 million, ensuring compliance with local regulations.
- Developed comprehensive contract templates that streamlined the approval process by 30%.
- Managed a cross-functional team to assess contractor performance and compliance.
- Implemented a risk management framework that reduced potential liabilities by 25%.
- Facilitated workshops to educate stakeholders on contract obligations and compliance.
- Monitored contract execution to ensure timely deliverables and adherence to budget constraints.

#### Housing Contracts Specialist State Housing Authority

Jan 2020 - Dec 2022

- Reviewed and negotiated housing contracts, ensuring alignment with state policies.
  - Developed performance metrics to evaluate contractor effectiveness and compliance.
  - Coordinated with legal teams to address contractual disputes and resolutions.
  - Assisted in the training of new staff on contract management best practices.
  - Analyzed market trends to inform contract negotiations and pricing strategies.
  - Maintained accurate records of all contracts and amendments in the database.
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### EDUCATION

#### Master of Business Administration, University of California; Bachelor of Arts in Public Policy, University of Michigan

Sep 2019 - Oct 2020

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### ADDITIONAL INFORMATION

- **Technical Skills:** contract negotiation, risk management, budget oversight, stakeholder engagement, compliance analysis, project management
- **Awards/Activities:** Successfully negotiated a 15% reduction in costs for housing projects through strategic contract revisions.
- **Awards/Activities:** Recognized by the State Housing Authority for outstanding performance in contract management.
- **Awards/Activities:** Developed a training program adopted statewide for enhancing contract compliance awareness.
- **Languages:** English, Spanish, French