



# Michael ANDERSON

## SENIOR CONTRACTS MANAGER

Accomplished Housing Contracts Manager with a strong foundation in real estate development and project management. Expertise in negotiating and managing contracts for residential and commercial properties, ensuring alignment with strategic business objectives. Proven ability to analyze market conditions and integrate findings into contract negotiations. Skilled in leading cross-functional teams and fostering a culture of collaboration and accountability.

### CONTACT

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- www.michaelanderson.com
- San Francisco, CA

### SKILLS

- real estate development
- project management
- contract negotiation
- compliance analysis
- market analysis
- team leadership

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

**MASTER OF REAL ESTATE DEVELOPMENT, COLUMBIA UNIVERSITY; BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION, UNIVERSITY OF FLORIDA**

### ACHIEVEMENTS

- Successfully reduced project costs by 20% through effective contract negotiation.
- Awarded 'Best Contracts Manager' by the Real Estate Industry Association.
- Implemented a new contract tracking system that improved efficiency by 35%.

### WORK EXPERIENCE

#### SENIOR CONTRACTS MANAGER

Real Estate Development Group

2020 - 2025

- Managed contracts for over 500 residential units, ensuring compliance with local zoning laws.
- Negotiated terms with contractors and vendors to optimize project costs.
- Developed a risk management strategy that minimized delays in project delivery.
- Collaborated with architects and engineers to align contract specifications with project goals.
- Implemented training programs on contract management for project teams.
- Monitored and reported on contract performance metrics to senior management.

#### CONTRACTS ANALYST

Commercial Property Advisors

2015 - 2020

- Supported the preparation and negotiation of commercial leasing contracts.
- Analyzed market trends to inform contract negotiations and pricing strategies.
- Maintained a database of contract documents and amendments.
- Assisted in the resolution of contract disputes with tenants and landlords.
- Coordinated with legal teams to ensure compliance with contract laws.
- Provided analytical reports on contract performance to management.