



# MICHAEL ANDERSON

## HOUSING PROCUREMENT COORDINATOR

### PROFILE

Innovative Housing Procurement Manager with a robust background in public sector housing initiatives and sustainable procurement practices. Over 8 years of experience in managing procurement processes that prioritize social responsibility and environmental sustainability. Expertise in developing procurement policies that align with organizational values and community needs. Strong leadership skills demonstrated through successful management of cross-functional teams and stakeholder engagement.

### EXPERIENCE

#### HOUSING PROCUREMENT COORDINATOR

##### City Housing Department

2016 - Present

- Coordinated procurement activities for affordable housing projects, ensuring compliance with city regulations.
- Developed and maintained relationships with local suppliers to support community initiatives.
- Implemented sustainable procurement practices that reduced environmental impact by 15%.
- Facilitated training workshops on procurement policies for staff and stakeholders.
- Managed procurement documentation and reporting for transparency and accountability.
- Collaborated with community organizations to align procurement strategies with local needs.

#### PROCUREMENT OFFICER

##### State Housing Authority

2014 - 2016

- Conducted market research to identify potential suppliers for state-funded housing projects.
- Evaluated bids and proposals to ensure compliance with state procurement laws.
- Developed procurement policies that promoted equity and inclusion in supplier selection.
- Managed contracts with suppliers, ensuring adherence to project timelines and budgets.
- Provided technical assistance to project managers on procurement-related issues.
- Collaborated with finance teams to monitor and report on procurement expenditures.

### CONTACT

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### SKILLS

- sustainable procurement
- community engagement
- contract management
- policy development
- data analysis
- stakeholder collaboration

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

MASTER OF PUBLIC ADMINISTRATION,  
PUBLIC PROCUREMENT, HARVARD  
UNIVERSITY, 2016

### ACHIEVEMENTS

- Led a project that secured funding for 200 affordable housing units through innovative procurement strategies.
- Recipient of the 'Sustainability Champion Award' for promoting green procurement practices.
- Successfully managed a diverse supplier base, increasing minority-owned business participation by 25%.